

# Mill Creek Elementary Handbook

## Mill Creek Community School Corporation Vision Statement

We are proud of the integrity and collective heritage of our school community and are committed to supporting an effective and superior teaching and learning environment. Pride in the past; expectation of success!

## Mill Creek East and West Elementary Mission Statement

Expectations of Excellence...Achievement, Attitude, Actions

### General Information

Mrs. Wendy Myers, Principal  
4740 Iowa St.  
Clayton, IN 46118  
(317) 539-9225  
[wmyers@mccsc.k12.in.us](mailto:wmyers@mccsc.k12.in.us)

Mrs. Celina Clements, Principal  
4704 Pearl St.  
P.O. Box 128  
Amo, IN 46103  
(317) 539-9255  
[cclements@mccsc.k12.in.us](mailto:cclements@mccsc.k12.in.us)

## 2017-2018 School Calendar

### IMPORTANT DATES

First Staff Day	August 3
First Student Day	August 4
Labor Day	September 4
Fall Vacation	October 16-20
Thanksgiving Vacation	November 20-24
First Semester Ends	December 22
Winter Break	December 25-January 5
Second Semester Begins	January 8
M.L.King Day	January 15
President's Day	February 19
Spring Vacation	March 26-April 6
Memorial Day	May 28
Last Student Day	May 30
Last Staff Day	May 31
Commencement	June 1

### BICYCLE TRANSPORTATION

Students may ride a bicycle to school with parental permission. Students must park their bikes in the bike rack. The school is not responsible for the bikes; therefore, each student is encouraged to bring a chain and lock to secure his/her bicycle.

### CAFETERIA PROCEDURES AND RULES

Our school cafeteria serves over 50,000 lunches to the students each year. Appetizing, well-balanced meals are planned and prepared by our own staff in accordance with regulations and recommendations of the state and the national school lunch program. Students are expected to demonstrate good behavior and good manners while in the lunchroom. Breakfast is also served daily.

We have found that most students appreciate the service of the cafeteria and willingly conform to patterns of proper conduct and eating habits. Those few who do not may be denied the privilege of eating at a table with

their peers.

Students may bring a lunch from home. The lunch should be packed in a safe, sturdy container. Glass bottles/containers are discouraged. Students are responsible for their lunch when bringing it from home. Drinks in lunches from home should be comparable with school lunches – milk or juices. No soft drinks (carbonated) are permitted during lunch. In accordance with the Mill Creek Community School Corporation Wellness Policy, no outside food or drinks will be allowed during lunch.

## **CLASSROOM VISITATION**

Parents are encouraged to visit classes throughout the year. When planning a classroom visit, please let the teacher know one day in advance and indicate whether you will be eating lunch in the cafeteria. The first few days prior to and directly after vacations, testing days, or the last few days of the year are not the best times to visit. Also, please check in at the office so we can be aware of visitors in the building. It is important that parents try to understand the child's relationship with his peers and with the teachers, and a parental visit can help accomplish this. In addition, the student needs to know that his/her parents are vitally interested. Under no circumstance should such a visitation be used to discuss items, which should be brought up in a private conference. Teachers cannot take time from instruction to have unscheduled conferences. If you plan to visit during a ninety-minute block of Language Arts or Math instruction, please plan to attend for the entire block so that the instructional time is not interrupted.

## **GUIDELINES FOR PARENTS**

1. Any time students must leave early the parent(s) must come to the office to check the student(s) out. ***Do not take your children without first checking in at the office.***
2. Please do not call teachers at their homes unless (1) they have granted permission to call, and not after 8:00 p.m. or (2) an emergency exists.
3. **ALL** parents and visitors must sign in at the office whenever entering the building. Always use the front doors when entering the building and obtain a visitor's badge.

## **MILL CREEK ELEMENTARY HOMEWORK PHILOSOPHY**

Mill Creek Community School Corporation views homework as an out-of school assignment that should contribute to the educational process of the student. It is viewed as an extension of class work and should be related to the objectives of the present curriculum studied.

Homework can be a tool to motivate students and promote learning. Homework is also viewed as one way to improve time spent in learning and to strengthen the self-discipline students need to concentrate.

It is important that each student and his/her parents develop a plan to accomplish any work that is assigned to be completed at home. This plan should include a set time for doing homework, a set place with supplies for completing the homework, and a place to put completed work for parent approval or returning the work to school the next day. Parents can expect homework each day, Monday-Thursday. It is sincerely hoped that parents and teachers would be partners in the education of the student. Their cooperative efforts in assigning and monitoring homework can provide an excellent opportunity to strengthen this educational partnership.

### **Objectives of Homework**

- To review, reinforce or extend classroom learning by providing practice and application of knowledge gained.
- To teach students responsibility and organizational skills.
- To promote wise and orderly use of time.
- To provide opportunities for enrichment activities.

#### *Teacher Responsibilities*

- To make specific homework assignments and to make sure students know what is expected of them.
- To include within the homework assignments activities that relate to classroom assignments.
- To evaluate homework assignments and to share these results with the student.

#### *Parent Responsibilities*

- *To encourage and support the student's efforts by being available for questions, but remembering the homework is the student's responsibility.*
- To communicate with the teachers whenever the student has consistent difficulty with homework assignments.

- Parents should establish a regular “homework time” to help the student(s) better organize their time.
- To provide a quiet, well lighted place for the student to study.

#### *Student Responsibilities*

1. To know the homework assignment’s purpose, when due, and how it should be done.
2. Take home any materials and information needed to complete the assignment.
3. To ask about and complete work missed during an absence from school.
4. To develop good work and study habits.

### **ILLNESS/INJURY**

1. When a student becomes ill or injured at school he/she is to report to the teacher. The teacher will initiate a “Clinic Referral”.
2. It is our policy to send home a child with a temperature of 100 degrees or higher. The child should remain at home until his/her temperature has been below 100 for 24 hours without fever reducing medications and 24 hour diarrhea free. If it is determined that the student should not be in school due to illness or injury, the school nurse or administrative office staff will call the student’s parent/guardian.
3. The parent/guardian is responsible for transporting the student home or for making arrangements for transportation. If the student is to be released to someone other than the parent/guardian the school must be notified by the parent/guardian. Another student may not transport a student who is ill or injured. The school nurse may not transport ill or injured students.
4. If parent/guardian cannot be reached, the persons who are listed on the enrollment/emergency card as “will assume care for my child if I cannot be reached” will be contacted in order given (#1 first and #2 second, if necessary). Parent/guardian permission to release the student to anyone other than the parent/guardian must be on file or verbally obtained.
5. In the event the parent/guardian or the designated temporary caretakers cannot be reached, the student will remain in the clinic. At the end of the school day if attempts to contact the parent/guardian or the temporary caretaker are unsuccessful, and in the best judgment of the school nurse or the designee, the student’s condition is not deemed to be serious, he/she will be transported home by the usual means.
6. If the student’s condition appears to be or appears to become such that immediate medical attention is required, Emergency Medical Services will be requested, and their recommendations will be followed.
7. Mill Creek Community School Corporation does not assume financial responsibility for Emergency Medical Service, emergency transportation, or medical services rendered.
8. If a student leaves school early due to an illness, he/she will not be permitted to attend school-sponsored evening events. The student must be in attendance for the second half of a school day (defined as 12:20-3:50 P.M.) in order to attend a school-sponsored evening activity.

### **INFORMATION HOTLINE NUMBERS**

A special phone number is listed for parents to call school to hear school announcements and leave messages about student absences (please see Mill Creek School Corporation’s Attendance Policy).

Mill Creek East Elementary – (317) 539-9225

Mill Creek West Elementary – (317) 539-9255

### **INSTRUCTIONAL HOURS**

The first bell rings at 9:00 A.M., at which time students may enter the building and go to their rooms or eat breakfast. Classes begin at 9:10 A.M. and end at 3:50 P.M.

### **NOTES FROM HOME**

A note from home will be needed for the following:

1. Illness or absence from school if you have not called to inform us of the absence.
2. When staying after school for activities: one note may be sent for the entire series of meetings and the teacher will keep it on file (ex. one for brownies, play practice, math bowl, etc.)
3. Please make all transportation arrangements with your child before he or she leaves for school in the morning. Calls during the day to change transportation should be made only in case of an emergency.

4. When riding bicycles-only one permit or note needed
5. For taking medicine
6. For doctor's or dentist appointments
7. **When leaving school with anyone other than the parent or guardian**
8. When a child cannot have outside recess or physical education for a period of longer than three days, the school needs a doctor's excuse to grant that permission.

### **PARENT-TEACHER CONFERENCES**

Maximum progress for your child necessitates a close line of communication and understanding between teacher and parent. Parent-teacher conferences are the best means through which this can be realized. The teacher or the parent can initiate these conferences. It is better that an appointment be made for a conference. This can easily be done by calling the school office or by sending a note to the teacher.

If, as a parent, you have a concern about something that has happened at school, or you feel there is some kind of conflict, which is causing your child to perform poorly, please contact the proper person at school. Most conflicts are the result of misinformation or misunderstanding. Please give us an opportunity to talk with you about any concerns.

### **PLAYGROUND AND RECESS RULES**

These general rules apply to the playground at all times:

1. No throwing rocks, sticks, or snowballs.
2. No tackle football.
3. No pyramid building.
4. No baseball (hardball).
5. No gum, food, drinks, or candy are allowed on the playground.
6. Walk to the playground.
7. Students must play away from cars in the parking lot and street.
8. No shoving, fighting, hitting, kicking, name calling, bullying, etc.
9. All students are to participate in recess unless:
  - a. Student has note from home indicating health problems, which prohibit outdoor play.
  - b. Play activities are denied due to rule infractions.
  - c. Note: To not participate in P.E. also means recess may be limited.
10. All students playing outside must remain outside unless given permission to re-enter the building by the teacher or aide on duty. Student must report back to the teacher upon returning to the playground.
11. Students are not to go outside until the teacher on duty is present.
12. Students are to be sure to close the doors when going and returning from the playground.

### **MILL CREEK ELEMENTARY PTO**

Each Mill Creek Elementary has a Parent-Teacher Organization. All parents are encouraged to take an active role in this organization. The PTO sponsors activities and events to enhance the educational process at our school. A calendar of events can be obtained early in the school year.

Each Mill Creek Elementary PTO operates with the following objectives:

1. To promote the welfare of children in home, school, church, and community.
2. To raise the standards of home life, educational opportunity, and pupil achievement in the public schools.
3. To bring into a closer relationship the home, the school, and the community.

### **SCHOOL PARTIES**

School parties will be provided to celebrate Halloween, Christmas, and Valentine's Day. Our PTO and room parents sponsor the Halloween and Valentine parties. Teachers sponsor the Christmas parties. Student birthday recognition is allowed for students in Grades K-5. Parents wishing to bring refreshments to school to celebrate must make arrangements with the teacher and follow the school district wellness policy. Invitations to student parties outside the school may be distributed only if each student in the classroom receives an invitation.

## **STUDENT COUNCIL**

Each Mill Creek Elementary encourages students to become active participants in student government. The Student Council was formed for this purpose. The purposes of the Student Council include:

1. Allowing student a voice in decision-making.
2. Promoting school spirit.
3. Organizing school-wide activities.
4. Encouraging working together for common goals.

## **STUDENT DRESS CODE**

Students are expected to wear appropriate clothing, which complies with health and safety requirements. The weather is a major consideration in determining such appropriateness. Clothing and shoes that call undue attention to a student and serve to disrupt the educational function of the school are considered inappropriate. Footwear should be comfortable and easy to walk in, rather than lending to clumsiness and noise (i.e. no "flip-flops" or "wheelies"). No clothing, which advertises tobacco, alcoholic beverages, liquor, drugs, or has sexual connotations is permitted. Any student who chooses to wear such clothing will be asked to turn the clothing over to conceal the message or call his/her home for the parents to bring a change of clothing to school. If parents choose to allow their child to wear shorts to school, the shorts must be longer than the tips of the student's fingers when held at their side. No spandex or bike shorts are to be worn to school. Tank tops, midriff shirts, and shirts with the sleeves cut off are not permitted. Basketball jerseys must be worn with another shirt underneath. Pants are to be worn at the waist, no sagging. Caps and hats are not to be worn in the building.

## **TELEPHONE USAGE**

School personnel must supervise phone usage by students. Students must have permission from the classroom teacher to use the phones. Permission for field trips, student activities, overnight visits with other students, and changes in transportation **MUST** be made in advance, in writing, by the parent. Telephone usage for these purposes is not appropriate.

## **SCHOOL VOLUNTEERS**

Parents are welcome and encouraged to volunteer. Mill Creek Community School Corporation policy requires a Criminal History Check and building principal approval before school volunteers can work independently with students or chaperone on field trips. Volunteers are not to use copy machines, except with permission from the principal. They may use the letterpress and paper cutter when needed. Volunteers are not to distribute things in or around staff mailboxes. Volunteers should work only in an area where the teacher has assigned them. Due to safety concerns, volunteers should not have their children in workrooms.

# **Mill Creek Community School Corporation**

## **Elementary Attendance Policy**

### **I. Policy:**

Regular attendance is essential for normal progress and to receive maximum benefit from the educational experience. Attendance at Mill Creek Community Schools is governed by Indiana Code 20-33-2-27 and local policy adopted by the Board of School Trustees.

Indiana Code 20-33-2-27 states, "It is unlawful for a parent to fail, neglect or refuse to send his child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public schools." Therefore, a shared commitment to student attendance is essential to ensure all students are being provided the education afforded to them by law.

It must be understood that students miss a vital portion of their education when they are absent from school. Time that is missed in class can never be completely replicated in make-up work. Ultimately, responsibility for school attendance or absenteeism rests with the students and their parents or guardians.

Regular school attendance must be a priority. We discourage scheduling of doctor or dentist appointments during school hours. While we realize that is not always possible, please make every effort to schedule such appointments outside of school hours.

### **II. Absence Definitions:**

**Tardy** – A student arrives late to school, leaves early for an appointment, or leaves and returns to school during any portion of the school day \*

**Absent** – A student is not present for any portion of the school day

**Excused Absences/Tardies\*** – Excused absences and tardies include the following and must be reported to the school (See REPORTING PROCEDURES) in order for students to be allowed to make up work at full credit:

- Illness verified by verbal or written notification from parent
- Medical or dental appointments verified by a note from the physician
- Funeral of immediate family member or close personal friend
- Dismissal from school by school nurse due to illness
- Family emergency or crisis, as approved by the principal
- Court or legal appointments
- Out-of-school suspension
- Short-term incarceration
- Required religious observances

*\*NOTE: If an absence is “excused”, it does not mean that the absence did not occur. All absences, excused or unexcused, will count toward a students’ state attendance record.*

**Unexcused Absences/Tardies** – Unexcused absences include the following and must be rectified with the school (See REPORTING PROCEDURES) in order for students to be allowed to make up work at full credit:

- Parent verified absence for **more than** 5 days without a physician’s statement
- Absences due to such things as missing the bus, oversleeping, car trouble, etc.
- Illness or medical appointment not verified verbally or in writing
- Truancy
- Personal reasons

**Exempt Absence** – Students serving in one of the following capacities will be counted present in accordance with Indiana Code 20-33-2-27 so long as the school is provided written or verbal notification prior to the day of service. (See REPORTING PROCEDURE)

- Service as a page for or as an honoree of the Indiana General Assembly
- Issued subpoena to appear in court as a witness in a judicial proceeding
- Serving on the precinct election board or as a helper to a political candidate or to a political party on the date of each general, city or town, special, and primary election at which the student works.

### **III. Excessive Absences:**

- *No child will be permitted to miss more than 8 days per semester.*

#### **Step #1:**

A letter will be sent and a conference will be scheduled with the building principal and/or his designee to discuss attendance concerns after any combination of six absences in one semester

*During this conference, the following may be discussed as possible options for remedy of future absences:*

- o Referral to the 504 coordinator
- o Individual attendance contract
- o Referral to the Hendricks County Department of Child Services
- o Required attendance outside regular school hours

*In accordance with Indiana Code 20-33-2-27, should a parent/guardian fail to schedule and/or attend such a conference, a report will be filed with the Hendricks County Prosecutor’s Office and the Hendricks County Office of Family and Children.*

#### **Step #2:**

A meeting with the principal is required, a certified letter will be sent to the parent/guardian, the “Hendricks County Prosecutor’s Office” will be contacted, and a report will be filed with the “Hendricks County Department of Child Services” after any combination of eight absences in one semester

*During this conference, the following may be discussed as possible options for remedy of future absences:*

- o Retention
- o Referral to the 504 coordinator and/or counselor
- o Individual attendance contract
- o Required attendance outside regular school hours
- o Expulsion

**IV. Make-Up Work Procedures for Absences**

A student who has an excused absence will be provided an opportunity to make up work that has been missed. The student or parent is responsible for making the arrangements for the make-up work. If a student fails to make up the work in the allowed time period, a grade of zero (0) will be given for all graded work not made up.

Note: For students with excused absences, the same number of days of the absence plus one additional day will be allowed for the completion of this work. The number of days allowed for completing this homework shall not exceed this limit without prior approval of the principal.

Students with **unexcused** absences will not be permitted to make up work unless extenuating circumstances exist as determined by the principal.

**V. Reporting Procedures:**

**Parent/Guardian must call the school by 9:30 a.m. on the day of the absence.** The attendance office has an answering machine available for those calls that need to be made when school is closed. The following numbers may be used to report absences:

East Elementary      539-9225  
 West Elementary      539-9255

1. The parents should contact the school the morning a student is absent. If this cannot be done or is not done, then the school's designee will attempt to contact the parent.
2. If the student is going to be out of school for any extended period of time, the school is to be notified as soon as possible.

In cases where a student is going to be out for part of a given day, a note should accompany the student to school on that day. In cases where it is known a student is going to be out of school, the school should be notified prior to the absence. Parents may request assignments for days of known absence. Such requests should be made to the student's teacher at least 48 hours in advance.

3. Any child who is absent from school because of having a contagious disease or who has been absent for five consecutive days may be requested to have an excuse from the doctor before being readmitted to school.
4. Students who are absent for part of the day will not be eligible for a perfect attendance award.
5. A student must be present for at least half of a school day in order to attend an evening, school-sponsored event. A half day is defined as 9:10 AM -12:20 PM or 12:20-3:50 PM

**2017-2018**

**School District**

**Student / Parent Handbook**

**MCCSC Mission STATEMENT**

**Expectation of Excellence    *Achievement    Attitude    Actions***

Our community, including learners, educators, and families, is a team committed to providing an excellent education for all students.

With this commitment comes an expectation of excellence in achievement, attitude, and actions of all students, employees, and the entire school community. We believe that this expectation will pave the way for our students to attain a level of competence to meet and exceed the challenges they will face now and in the future as they become our community's leaders of tomorrow.

## GENERAL INFORMATION

### Board of School Trustees

Gina Boatright, Jim Bryant, Robert Kehrein, Melissa Branscum, Tim Whicker

- Jim Diagostino, Superintendent  
6631 S CR 200 W  
Clayton, IN 46118  
(317) 539-9200  
[jdiagostino@mccsc.k12.in.us](mailto:jdiagostino@mccsc.k12.in.us)
  - Stacey Monnett, Assistant Superintendent 6631 S CR 200 W Clayton, IN 46118 (317) 539-9200
- Jon Acton, Principal, Cascade High School 6565 S CR 200 W Clayton, IN 46118 (317) 539-9315  
[jacton@mccsc.k12.in.us](mailto:jacton@mccsc.k12.in.us)
- Eric T. Siefertman, Principal, Cascade Middle School 6423 S CR 200 W Clayton, IN 46118 (317) 539-9285 [esiefertman@mccsc.k12.in.us](mailto:esiefertman@mccsc.k12.in.us)
- Celina Clements, Principal, Mill Creek West Elementary 4704 Pearl St. P.O. Box 128 Amo, IN 46103  
(317) 539-9255 [cclements@mccsc.k12.in.us](mailto:cclements@mccsc.k12.in.us)
- Wendy Myers, Principal, Mill Creek East Elementary 4740 Iowa St. Clayton, IN 46118 (317) 539-9225  
[wmyers@mccsc.k12.in.us](mailto:wmyers@mccsc.k12.in.us)

### Civil Rights Nondiscrimination Statement

Mill Creek Community School Corporation is an equal opportunity employer and does not discriminate on the basis of age, race, religion, color, sex, disability, national origin, or ancestry. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity. Limited English Proficiency (LEP) is not a barrier to admission and/or participation in vocational education programs.

Questions regarding compliance with Title IX, Section 504, ADA, or other nondiscriminatory policies should be directed to:

Superintendent of Mill Creek Community School Corporation  
6631 S CR 200 W  
Clayton, IN 46118  
(317) 539-9200 or to:  
Civil Rights  
U.S. Department of Education  
Washington, D.C.

### NOTIFICATION OF PARENTS' RIGHT TO KNOW IN TITLE I SCHOOLS

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

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

If at any time your student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information. If you have questions or concerns, please feel



free to contact the school principal.

### **Respect for Staff and Students**

It is important to demonstrate respect for an individual's beliefs, opinions, and attitudes, so long as the expression of such is in conformity with generally accepted community values and is without regard to another's race, sex, religion, national origin, handicap, and/or economic status. Consequently, administrators, teachers, educational support staff, students, and members of the general public while visiting corporation-owned property shall make all reasonable efforts to treat staff members and students in a respectful manner. Speech or conduct that ridicules or personally demeans another person sets a negative example, reduces self-esteem, and therefore cannot be tolerated. All staff members and students are cautioned that any person who demeans, insults, or abuses another person is subject to disciplinary action.

### **STUDENT LIST DISCLOSURE**

The Board of School Trustees of the Mill Creek Community School Corporation in order to maintain the privacy of its students prohibits the disclosure of any student list to any commercial organization that intends to use the list for commercial purposes. "Student list" is defined as a list containing the names, addresses and/or e-mail addresses of any or all students currently or formerly enrolled in the School Corporation. "Commercial organization" is defined as any entity which is a for-profit organization. "Commercial organization" does not include any of the "armed forces of the United States" as defined by state law. "Commercial purpose" is defined as any activity that is an attempt to solicit business or profit. The Superintendent shall establish a procedure to be followed by all School Corporation employees when a request for a student list is made by a commercial organization.

The Board also prohibits the disclosure of student lists to any individual or entity for political purposes. "Political purposes" is defined as influencing the election of a candidate for federal, state, legislative, local or school board office or the outcome of a public question or attempting to solicit a contribution to influence the election of a candidate for federal, state, legislative, local or school board office or the outcome of public question.

The Superintendent shall establish a procedure to be followed by all corporation employees when a request for a student list is made by a commercial organization or by an individual or entity for political purposes.

Indiana law requires a high school to provide access to student directory information to recruiting representatives of the military services. Military services include the U.S. Air Force, the U.S. Army, the U.S. Coast Guard, the U.S. Marine Corps, the U.S. Navy, any reserve component of these military forces, any service academy of these military forces, the Indiana Air National Guard, and the Indiana Army National Guard. Student directory information for purposes of this requirement is the student's name, address and listed or published telephone number. A parent or student has the option to restrict the release of such information to the military services recruiting representatives upon written request to the high school principal at the end of the student's sophomore year in high school.

### **Student Directory Information**

The School Corporation has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the building principal/guidance department in writing within 20 days from the date of this notification that he or she will not permit distribution of any such information: name and address; telephone number; electronic mail address; date and place of birth; photograph; videotape not used in a disciplinary matter; student work displayed at the discretion of the teacher with no grade displayed; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; honors and awards received; enrollment status (e.g., full or part-time); the most recent educational agency attended; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

## **Mill Creek Community School Corporation**

### **Notification of Rights Under FERPA**

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

1. The right to inspect and review the student's education record within 45 days of the day the School Corporation 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 principal 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 or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Mill Creek Community School Corporation to amend a record that is believed to be inaccurate or misleading. Parents should write the school principal, clearly identify the part of the record for which an amendment is requested, and specify why it is inaccurate or misleading.

If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation 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 interest. A school official is a person employed by the School Corporation 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 Corporation 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.

Upon request, the School Corporation discloses educational records without consent to officials of another school corporation in which a student seeks or intends to enroll. [NOTE: FERPA requires a school corporation to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.]

Where disclosure is to a state or local juvenile justice agency and relates to the ability of such agency to serve before adjudication the student whose records are being released and such agency receiving the information certifies in writing that the agency has agreed not to disclose it to a third party without the consent of the student's parent, guardian, or custodian. Such information may not be used to aid in the supervision of a delinquent child.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D.C. 20202-4605

### **Mill Creek Plus program**

Before and after school child care is offered to parents of Mill Creek Community School Corporation students. Please call your child's school for more information. Reference School Board Policy #8600.

### **Change of Residence**

All changes in residence and/or telephone numbers must be reported to school. Students whose parents move outside the School Corporation may continue in attendance without paying tuition until the end of the semester.

If a student completes grade eleven while his/her parents reside in the School Corporation, the student may complete grade twelve without the transfer tuition.

### **Transfer students**

Students who transfer to Mill Creek Community Schools from an accredited school will be placed in the appro-

ropriate grade level from the previous school. Students who have never been in an accredited institution will be evaluated on the basis of substantial equivalency to courses or course of study offered by the Mill Creek Community Schools. The determination of substantial equivalency shall be made by the school's principal. Reference School Board Policy #3130.

## **School Visitors**

Mill Creek Community School Corporation welcomes the active interest of parents and citizens in its public schools. However, since schools are a place of work and learning, parents and citizens are asked to make arrangements with the teacher prior to a visit. Parents are asked to reschedule a visit if the teacher is absent.

In an effort to promote and maintain school safety, **ALL PARENTS AND OTHER VISITORS MUST USE THE FRONT DOORS OF THE SCHOOL AND REPORT TO THE SCHOOL OFFICE TO REGISTER AND RECEIVE A VISITOR PASS.** This pass must be worn so that it is visible. All visitors must again report to the school office when leaving the building to sign out and return the pass. Generally speaking, it is best for parents to not visit kindergarten and first grade classes during the first six weeks of school.

- Student visitors are not allowed unless granted permission by the principal in advance.
- Anyone who is not a staff member or student of the school will be termed a "visitor."

## **Non-custodial parents**

A non-custodial parent, unless restricted by a court order, will be given access to all student report cards, student records, and disciplinary actions. The parent will also be allowed to participate in conferences, classroom visitations, and all other school activities. The non-custodial parent may not visit with the student during the school day nor may the student be released to the non-custodial parent unless written permission is given by the custodial parent. A certified copy of a court order restricting the rights of the non-custodial parent shall be provided to the principal should a custodial parent wish to prohibit the distribution of information to, and the school visitations of, the non-custodial parent.

## **Dress guidelines**

Students are expected to wear their clothing and to manage their appearance in a manner which does not disrupt the educational setting, interfere with health or safety, or promote vulgarity during the school day and at school functions that may or may not be on school grounds.

**\*Note: Each school has established guidelines to be followed.**

No policy can address all situations; therefore, final determination of appropriate dress lies with the administration.

## **School Bus Rules and Regulations for Student Safety**

Transportation by school bus is provided by the Mill Creek Community School Corporation as a privilege for students who are willing to abide by the rules as set forth by the School Corporation.

Every student eligible for bus transportation shall have a single/regular way of traveling to and from school. In addition, every student may have an emergency way with building administrator approval. It is the policy of Mill Creek Community School Corporation not to allow transfers, changes, or alternative routes/stops.

School bus drivers shall have control of all school children conveyed between the homes of the children and the school, and the return trip. The school bus driver shall be responsible for discipline on the school bus, just as the teacher is in the classroom.

The following list of rules for student safety is not all-inclusive, but will serve as a general guide.

1. Students shall not stand or move from place to place while the bus is in motion or during a trip.
2. Each student will be seated immediately upon entering the bus in a place that may be assigned by the driver.
3. Loud, boisterous and/or profane language, or indecent conduct shall not be tolerated.
4. Students shall not tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner.
5. No windows or doors will be opened or closed without the permission of the driver.
6. Students shall not enter or leave the bus until it has come to a complete stop and the door has been opened by the driver.
7. The student shall be waiting at his/her designated bus stop when the bus is scheduled to arrive.

8. Glass, balloons, sharp objects, reptiles or rodents shall not be allowed on school buses.

Riding a school bus to and from school is a privilege. Any student who chooses not to follow the rules and regulations of the Mill Creek Community School Corporation may be denied the privilege of riding the bus. Parents will be notified if this becomes necessary.

### **Access to electronic media**

The Board of School Trustees of the Mill Creek Community School Corporation recognizes the importance of computer education as well as access to electronic media.

Not all information accessed from the Internet is appropriate to the education of our students. All staff members, students, and students' parents/guardians are expected to sign the *Access to Electronic Media Guidelines and Agreement* before using the Internet.

Staff members shall be responsible for supervision of student use of the Internet.

From time-to-time the opportunity arises where students have the opportunity to publish their work and/or photograph on the MCCSC Web Site or may be granted e-mail access. In order to protect the privacy of students, both students and their parents/guardians are expected to sign a permission form prior to publishing student work or photographs on the MCCSC Web Site or being granted e-mail access.

### **Guidelines and Agreement**

1. All use of the Corporation provided network/Corporation owned hardware must be in support of education and research and consistent with the purposes of the Mill Creek Community School Corporation.
2. Any use of the network/Corporation owned hardware for commercial or for-profit purposes is prohibited.
3. Downloading files from the Internet should be limited to educational programs.
4. Any use of the network/Corporation owned hardware for product advertisement or political lobbying is prohibited.
5. Network accounts are to be used only by the authorized owner of the account for the authorized purposes. Users shall protect the security of their account by not giving out usernames or passwords or allowing anyone other than the owner to use the account.
6. Users shall not intentionally seek information on, obtain copies of, or modify files or other data or passwords belonging to other users on the network/Corporation owned hardware.
7. All communications and information accessible via the network/Corporation owned hardware should not be assumed to be private.
8. No use of the network/Corporation owned hardware shall serve to disrupt the use of the network/Corporation owned hardware by others.
9. Hardware or software configurations shall not be destroyed, modified, or abused in any way.
10. Malicious use of the network/Corporation owned hardware to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
11. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network/Corporation owned hardware.
12. The installation of copyrighted software for use on School Corporation computers is at the discretion of Five-Star Technology Services and administrators. (Previously said Tech Director)
13. Use of the network/Corporation owned hardware to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network/Corporation owned hardware is prohibited.
14. Internet access and usage shall be in accordance with the Internet Acceptable Use Policy. Reference Policy #5281.
15. From time to time, the Mill Creek Community School Corporation will make determinations on whether specific uses of the network/Corporation owned hardware are consistent with the acceptable use practice.

The Mill Creek Community School Corporation reserves the right to log Internet use and to monitor fileserver space utilization by users.

The Mill Creek Community School Corporation reserves the right to temporarily/permanently remove a user account on the network to prevent further unauthorized activity.

Reference Source: Mill Creek Community School Board Policy #5280

## **Responsible Use Policy**

The following document (Revised 2015) outlines Staff, Student and Guest responsible use agreement for use of Internet, Computer Equipment and other Technology at Mill Creek Community Schools.

### *Introduction*

Mill Creek Community School Corporation (MCCSC) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate and develop skills that will prepare them for life beyond K-12 education. We are committed to helping staff and students develop progressive technology skills that will allow them to thrive.

Further, MCCSC values and is committed to providing all students, no matter their background, with access to technology. MCCSC is in the process of implementing a technology plan that will provide readily available access to technology devices for all staff and students grades K-12. We also understand that learning does not simply occur while school is in session. We strive to prepare students for environments both on and off the MCCSC campus.

This Responsible Use Policy outlines the expectations and guidelines that all users are expected to adhere to when using school technologies or when using personal devices on the school campus.

### *Sections*

1. I. Access to Electronic Media
2. II. Technologies Covered
3. III. MCCSC Google Accounts
4. IV. Digital Citizenship & 21st Century Skills
5. V. Social Media & Web 2.0 Tools
6. VI. Google Chromebooks
7. VII. Violations/Consequences

### ***Vision***

Our vision is to make learning irresistible for students in the Mill Creek Community School Corporation. We believe that when students have a personal device in hand that the learning experience will be enhanced as students become more active participants in their learning as opposed to passive recipients of their education.

### **Access to Electronic Media**

1. All use of the Corporation provided network/Corporation owned hardware must be in support of education and research and consistent with the purposes of the Mill Creek Community School Corporation.
2. Any use of the network/Corporation owned hardware for commercial or for-profit purposes is prohibited.
3. Downloading files from the Internet should be limited to educational programs.
4. Any use of the network/Corporation owned hardware for product advertisement or political lobbying is prohibited.
5. Network accounts are to be used only by the authorized owner of the account for the authorized purposes. Users shall protect the security of their account by not giving out usernames or passwords or allowing anyone other than the owner to use the account.
6. Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
7. Users shall not intentionally seek information on, obtain copies of, or modify files or other data or passwords belonging to other users on the network/Corporation owned hardware.
8. All communications and information accessible via the network/Corporation owned hardware should not be assumed to be private.
9. No use of the network/Corporation owned hardware shall serve to disrupt the use of

the network/Corporation owned hardware by others.

10. Using an Internet filter and other technologies, Mill Creek Community Schools makes a reasonable effort to ensure students' safety and security. However, the Corporation will not be held accountable for any harm or damages that result from the use of school technologies.
11. Hardware or software configurations shall not be destroyed, modified, or abused in any way.
12. Malicious use of the network/Corporation owned hardware to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
13. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network/Corporation owned hardware.
14. The installation of copyrighted software for use on School Corporation computers is at the discretion of the Superintendent
15. Use of the network/Corporation owned hardware to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network/Corporation owned hardware is prohibited.
16. Internet access and usage shall be in accordance with the Internet Acceptable Use Policy. Reference Policy #5281.
17. From time to time, the Mill Creek Community School Corporation will make determinations on whether specific uses of the network/Corporation owned hardware are consistent with the acceptable use practice.
  - □ The Mill Creek Community School Corporation reserves the right to log Internet use and to monitor fileserver space utilization by users.

### **Technologies Covered**

MCCSC may provide the privilege of Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, message boards, e-mail and more. This policy applies to privately-owned devices accessing the MCCSC network, Internet connection, and/or private networks/Internet connections while on school property. MCCSC will not be liable for communication sent via personal devices. As relevant new technologies emerge, MCCSC will seek to provide access to them. The policies outlined in this document cover all available technologies now and in the future.

### **MCCSC Google Accounts**

All MCCSC students are provided access to Google Apps for Education (GAFE) accounts. This allows access to Google Mail, Google Drive, Google Calendar and other web related apps. The accounts are maintained and monitored by MCCSC technology staff. Access to these tools can be restricted or removed from students by staff.

### **Digital Citizenship & 21st Century Skills**

MCCSC students should always use the Internet, network resources, and on-line sites in a courteous and respectful manner.

Students should recognize that among the valuable content on-line there is also information that is erroneous and inappropriate to use in an educational setting. Students should only use trusted sources when conducting research and other on-line activities.

MCCSC values these statements and is committed to providing students with opportunities to learn and be engaged on-line. Therefore, MCCSC teachers and staff will provide students with resources to help them make sound decisions regarding appropriate behavior and conduct on-line.

### **Social Media/Web 2.0 Tools**

Recognizing the benefits collaboration brings to education, MCCSC may provide users with access to websites or tools that allow communication, collaboration, sharing and messaging among users.

Users are expected to conduct themselves in an exemplary manner, using appropriate, safe and mindful language. Posts, chats, sharing and messaging may be monitored by staff. Users should be careful to never share personal information in on-line forum.

Please refer to the statements above regarding additional information on behavior that may result in loss of privilege.

## **Google Chromebooks**

MCCSC provides students in grades K-1 with a Yoga Chromebook and students in grades 3-12 with a Lenovo 11e Chromebook. This is the cornerstone to the two part goal of the Corporation leadership to “Make Learning Irresistible” and grant access to “24/7 Anytime Learning”. These devices are provided to students for educational purposes only. Policies and procedures have been adopted for responsibility and handling of these devices. Each building has its own version of these policies and can be accessed via our school web pages.

## **Sexual harassment policy**

I. It is the policy of the Mill Creek Community School Corporation to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee of the Mill Creek Community School Corporation to harass another employee or student through conduct or communication of a sexual nature as defined in *Section II*. It shall also be a violation of this policy for students to harass other students or employees through conduct or communication of a sexual nature as defined in *Section II*. The use of the term “*employee*” also includes non-employees and volunteers who work subject to the control of school authorities.

## **II. DEFINITIONS OF HARASSMENT**

### **A. Types of Sexual Harassment**

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any employee to another employee, or when made by any student to any employee, or when made by any student to another student when;

1. Submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
4. Denial of an employment or educational opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student;
5. Such conduct is engaged in by volunteers and/or non-employees over whom the School Corporation has some degree of control of their behavior while on school property.

### **B. Unwelcome Conduct of a Sexual Nature**

1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed student/employee has indicated by his or her conduct or verbal objection that it is unwelcome.
3. An employee or student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

### **C. Examples of Sexual Harassment**

Sexual harassment as set forth in *Section II, (A)* may include but is not limited to the following:

1. Verbal harassment or abuse.
2. Repeated remarks to a person with sexual or demeaning implications.
3. Unwelcome touching.
4. Pressure for sexual activity.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job promotion and/or salary increase.

### **III. SEXUAL HARASSMENT COMPLAINT PROCEDURES**

A. It is the policy of the Mill Creek Community School Corporation to encourage persons who believe that they are victims of sexual harassment to come forward with such claims. This may be done through the following procedures:

1. Any person who alleges sexual harassment by any employee or student in the School Corporation may use the reporting procedures explained below in *Section III (B)* or may complain directly to his/her immediate supervisor, building principal, or the *Title IX* complaint designee of the School Corporation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
2. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the School Corporation's legal obligations and the necessity to investigate allegations of misconduct and to continue to take corrective action when this conduct has occurred.

#### **B. Reporting Sexual Harassment**

All reports of sexual harassment should be handled in the following manner:

1. Reports must be in writing on forms supplied by the Corporation (if a verbal complaint is made the school official should file a written report);
2. Reports must name the person(s) charged with sexual harassment and state the facts;
3. Reports must be presented to the school official where the alleged conduct took place. The school official shall inform the superintendent or his/her designee of all filed reports.
4. The school official who receives a report shall thoroughly investigate the alleged sexual harassment;
  - a. When investigating a report of sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated and reported.
5. The report and the results of the investigation will be presented to the Superintendent. The Superintendent shall review the report and make a recommendation to the Board of School Trustees of any action he/she deems appropriate.
6. The Board of School Trustees may consider the report and the Superintendent's recommendation in executive session. The Board may take any action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.
7. If the superintendent is the accused harasser, the Title IX coordinator or an administrator designated by the Board of School Trustees shall investigate and report to the board.

### **IV. SANCTIONS FOR MISCONDUCT**

- A. A substantiated charge against an employee in the School Corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge.
- B. A substantiated charge against a student in the School Corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Code.

### **V. FALSE REPORTING**

Any person who knowingly files false charges against an employee or student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

### **VI. NOTIFICATION OF THIS POLICY**



Notice of the policy will be circulated to all schools and departments of the Mill Creek Community School Corporation and incorporated in each employee and student handbook.

## **PEST CONTROL POLICY**

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

The School Corporation will:

1. Provide an annual notice to parents and staff members of the corporation's pest control policy at the time of student registration (beginning of the school year), in the School Corporation newsletter and/or in the student handbook.
2. Provide the name or position of the person to contact for information regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
4. Provide notice of planned pesticide applications to parents and employees who have requested (in writing) advance notice.
5. Provide notice of all pesticide applications to the school nurses.
6. Maintain written record for at least ninety days of any pesticide applications.

The School Corporation will provide notice at least two school days prior to the date the pesticide application is to occur to those who have made a request in writing. (This does not include the occasional use of household type alcohol application.) The notice will include the date of the pesticide application, the general area where the pesticide is to be applied, and the telephone number to contact the school for more information.

In case of emergency pesticide applications because of immediate threat to the public health, the school shall give written notice as soon as possible.

The Superintendent /designee shall prepare and disseminate regulations for the implementation of this policy. Reference School Board Policy #6700.

## **AHERA NOTIFICATION**

Under the Asbestos Hazard Emergency Response Act (AHERA) of 1986, Mill Creek Community School Corporation is required to annually notify all school building employees, building occupants or their legal guardians of the availability and location of the Asbestos Management Plans and of any post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress.

The only AHERA related activities conducted have been the routine maintenance of building materials and the six (6) month surveillance of all building materials. In the coming years, the only planned activity is the periodic surveillance of all building materials.

Anyone having questions or wishing to see a copy of the Management Plan for all facilities should contact the Director of Transportation and Facilities.

## **Student submission to surveys / personal analysis**

A student shall not be required to participate in a personal analysis, an evaluation, or a survey that is not directly related to academic instruction and that reveals or attempts to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings concerning:

1. Political affiliations;
2. Religious beliefs or practices;
3. Mental or psychological conditions that may embarrass the student or the student's family;
4. Sexual behavior or attitudes;
5. Illegal, antisocial, self-incriminating, or demeaning behavior;
6. Critical appraisals of other individuals with whom the student has a close family relationship;
7. Legally recognized privileged or confidential relationships, including a relationship with a lawyer, minister, or

physician; or

8. Income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program) without the prior consent of the student (if the student is an adult or emancipated minor) or the prior written consent of the student's parent or guardian (if the student is an unemancipated minor). A parental consent form for such a personal analysis, evaluation, or survey shall accurately reflect the contents and nature of the personal analysis, evaluation or survey. Reference School Board Policy #5242.

### **Safe schools**

The Mill Creek Community School Corporation believes that the safety and security of students and staff is a major priority. Maintaining safe schools requires the collaborative effort of the Board of School Trustees, administrators, teachers, students, parents, and the community. A variety of prevention and intervention strategies, programs, and activities must be in place to ensure the welfare of students and staff.

As used in this statement, *Safe Schools* refers to weather-related items, utility emergencies, catastrophic occurrences, and criminal activities including but not limited to: physical aggression, hostile behavior, or possession of weapons. These behaviors will not be tolerated and anyone who demonstrates such behavior will be held accountable for his/her actions in accordance with the student handbook, the Indiana Code, and civil and criminal law.

### **Imitating a hoax**

Anytime a student imitates an emergency of any kind the student or students involved shall be subjected to discipline that the principal or designee deems appropriate, consistent with school board policy and state law.

### **Bullying**

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - - places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - - has a substantially detrimental effect on the targeted student's physical or mental health;
  - - has the effect of substantially interfering with the targeted student's academic performance; or
  - - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the *Principal/Designee* who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the *Principal/Designee*. This report may be made anonymously.
5. The *Principal/Designee* shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken

immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.

6. The *Principal/Designee* will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.

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

11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

LEGAL REFERENCE: I.C. 20-33-8-0.2  
I.C. 20-33-8-13.5

### **Criminal Gangs and Criminal Gang Activity in Schools**

The Board of School Trustees of the Mill Creek Community School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically: (1) either: (A) promotes, sponsors, or assists in; or (B) participates in; or (2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a stu-

dent who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang. Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident. The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation.

The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident. The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion. The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

1. Gang awareness education that shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the superintendent of the school corporation within ten(10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

School officials are encouraged to collaborate with stakeholders to provide gang prevention and intervention

services and programs, including but not limited to:

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support gang prevention and intervention
4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into

LEGAL REFERENCE: IC 20-26- 18

IC 20-33- 9-10.5 IC 35-45- 9-1

### **Law Enforcement Officials**

A law enforcement officer may arrest a student and remove him/her from school. A law enforcement officer may confer with a student on school premises if the student is being accused of a crime on school premises. This conference must be done in the presence of the student's parent or the building principal (with the permission of the parent). A law enforcement officer may question a student without parent permission if it is believed the student may possess relevant information about the investigation.

### **Early and emergency closings**

#### **Severe Weather/Winter Storm**

Should it be necessary to close school, delay the opening of school, or dismiss students early, information will be sent to parents via School Messenger. It will also be broadcast on local TV channels (usually by 6:00 a.m. if school will be closed for the day or if the opening of school will be delayed).

#### **Cancellation of Extracurricular Activities**

If school is cancelled due to inclement weather or any other reason it is the principal's decision to determine if it is safe to hold extracurricular activities in the evening or on the weekend. All events scheduled on inclement weather days must be approved by the building principal and Superintendent.

If the scheduled event is away, the Director of Transportation and Facilities must approve the use of School Corporation vehicles.

Facility use by non-school groups must be approved by the building principal.

### **Emergency Preparedness**

Public schools are required by law to have periodic fire drills. Students are instructed on how to leave every room in which a class is held. The teacher will go over the fire drill plan carefully with students and explain how to exit.

Disaster drills will be conducted twice during each semester. Full instructions will be given at the time of the practice.

It is against the law to pull a fire alarm other than at the time of a fire. It is also against the law to call 911 other than at the time of an emergency.

### **Fire/Extended Fire Drill/Building Security Check**

In the event of a fire or inclement weather during an extended fire drill or building security check the building administrator will request the Superintendent to contact the Director of Transportation and direct those services to transport students to their homes or to a predetermined temporary shelter location.

### **Hazardous Material Spill**

The building administrator/Superintendent shall contact the Director of Transportation to arrange for transport of the students to their homes or a predetermined shelter location. Parents will be notified of the evacuation

through the news media. The notification will include a request to parents NOT to drive to school to pick up their children, if this is not the students' usual mode of transportation.

## **Tornado**

In the event the building is evacuated, transportation service will be called and the students transported home. Should transportation of the students to their home be impossible or inadvisable they will be transported to designated temporary shelters. Parents/families will be notified by an intact telephone communication system (School Messenger) or the news media.

### ***Tornado Warnings During Transportation of Students***

1. Students may be kept at school at bus departure times if weather conditions warrant.
2. If time permits, drivers will drive to the nearest school and unload students into the building.
3. If impossible to avoid tornado, bus drivers should evacuate the bus and direct the students to lie flat in a low area, face down, with hands covering their heads.

## **General school conduct**

### **Code of Student Conduct**

A Code of Student Conduct as recommended by Indiana Law and the Board of School Trustees of the Mill Creek Community School Corporation is presented in this handbook. The handbook provides for the recognition of responsibilities of the students in respect to the rights of others and in respect to the obligation of the school to provide the order necessary for meaningful and effective instruction and learning. The Student/Parent Handbook is provided to students and their parents so they may fully understand their responsibilities.

The primary function of the school is to provide educational opportunities for all students. Education cannot take place unless there is an atmosphere of order and discipline necessary for effective learning. Order and discipline may be described as the absence of distractions for effective learning and teaching.

The educational purpose of the school is accomplished best in a learning climate in which the rights and responsibilities of every individual are known and respected. Implicit in these rights and opportunities is the responsibility of respecting the rights of others.

The Code of Student Conduct is in force while the student is traveling to and from school including, but not necessarily limited to, school-sponsored events, field trips, athletic functions, and other activities where appropriate school officials have jurisdiction over students.

### **Extracurricular Organization Code of Conduct**

Being a member of an extracurricular organization, including athletic teams (all sports including cheerleading), and any other club or group is a privilege. All students from the Mill Creek School Corporation are expected to demonstrate pride in self and school to exemplify those qualities that denote good citizenship and acceptable academic performance. Those students who are a part of any extracurricular organization will abide by the following rules and consequences.

At any time, at any place, any student involved in any extracurricular activity who is observed or who is otherwise determined by an administrator, coach, faculty member, or legal authority of possessing or using tobacco, alcohol, illegal drugs, or legal drugs for un-prescribed purposes, or is found to be in violation of criminal misconduct, shall be subject to the following consequences.

### **School Sponsored Extracurricular Activity (ECA):**

#### **A. During the Activity Itself**

The student will be removed from the ECA for the remainder of the school year and subject to regular school disciplinary measures.

#### **B. Non-School Activity**

1st Offense: The student will miss 25% of the activity.

2nd Offense: The student will be suspended for 365 days from the ECA.

3rd Offense: The student will not be allowed to participate in that ECA for the rest of his/her school career in that building.

## **Student Council:**

#### A. During a Council or Class Activity

The student will be removed immediately from the council/office for a period of 365 days and will be subject to regular school disciplinary measures.

1st Offense: Immediate six-week suspension from the activity

2nd Offense: Immediate one semester suspension from activity

3rd Offense: Removal from the council/office and may not run for an elected office for one calendar year.

#### B. Non-School Activity:

1st Offense: Immediate six-week suspension from the activity

2nd Offense: Immediate one semester suspension from activity

3rd Offense: Removal from the council/office and may not run for an elected office for one calendar year

### **Student, Teacher and Administrator Rights and Responsibilities**

The student has a right to develop his/her abilities to the fullest, to be respected as an individual, to expect rules to be reasonable and consistently applied, and to receive the benefits of all school services. He/she is responsible for knowing and complying with school rules, for respecting authority of the school staff, and for being diligent in his/her studies.

The teacher has a right to obedience and, failing to get it, to take any of several corrective measures (including imposing detention, revoking privileges, and referring student to administrators or school counselors). The teacher has a right to be consulted in any referral case and to receive a report of any action taken. The teacher's responsibilities include conducting a well-planned and effective classroom program; establishing and enforcing classroom regulations which will facilitate learning; and maintaining written records of conduct of potential referral cases.

The administrators have a right to impose detention on a student, to deny school privileges, to remove the student from class, to suspend him/her, to enlist parental support, and to recommend expulsion. Administrators are responsible for maintaining discipline, for being alert to and correcting situations likely to promote poor citizenship, for notifying parents of serious student offenses, and for suspending students when necessary.

### **Role Responsibilities**

There is recognition of the need for a cooperative relationship between student, parent, and educator. This relationship is exemplified by:

#### **STUDENTS WHO:**

1. Attend class daily and promptly.
2. Are prepared in class with appropriate working materials.
3. Are respectful of individuals, property, and rights.
4. Conduct themselves in a safe and responsible manner.
5. Are well groomed, clean and neat.
6. Abide by the rules and regulations set forth by the school and the individual classroom teacher.
7. Seek changes in an orderly and recognized manner.

#### **PARENTS WHO:**

1. Keep in regular communication with the school concerning the student's academic progress and conduct.
2. Ensure that the student is in daily attendance and report and explain absences to the school.
3. Provide their student(s) with the resources needed to complete classwork.
4. Assist the student in being well groomed, neat, and clean.
5. Bring to the attention of school authorities any problems or conditions which affect their student or other students of the school community.
6. Discuss course selections, grade reports, and work assignments with their students.
7. Ensure the good health of their student.
8. Foster a positive attitude toward the school.

## **A RESPONSIBLE TEACHER WHO/SCHOOL WHICH:**

1. Encourages the use of good guidance procedures.
2. Maintains an atmosphere conducive to good behavior.
3. Exhibits an attitude of respect for students.
4. Plans a flexible curriculum and provides instruction to meet the needs of the students.
5. Develops good working relationships among professional staff, parents, and students.
6. Encourages students to become involved in developing school rules and regulations.
7. Implements a recognition system that supports and promotes good student behavior.

## **Discipline Procedures for Prevention and Remediation**

1. **Conferences** – May include counseling with a teacher, guidance counselor or administrator concerning the behavior problem and recommendation for improvement. Parents may be asked to participate.
2. **Detention** – Additional time assigned at school, either before or after regular school hours, under supervision. Assignments will be given to those in detention. Students are to work on the materials given to them in the detention room and these must be completed satisfactorily. Students who have detention time to serve are responsible for arranging their own transportation.
3. **In-School Suspension (ISS)** -This is a program for students who cannot conform to the academic behavior standards of the classroom and are placed on in-school suspension for a specific period of time.
4. **Social Probation** – Students disciplined for unacceptable behavior or class performance can have social privileges (dances, ballgames, extracurricular participation, etc.) removed for a period of time.

## **Attendance**

Regular attendance is essential for normal progress and to receive maximum benefit from the educational experience. Attendance at Mill Creek Community Schools is governed by the Indiana Code and local policy adopted by the Board of School Trustees. The state of Indiana places education at the top of its priorities. Accordingly, it is incumbent upon the Mill Creek Community School Corporation to use every reasonable measure to instill dutiful attendance habits in every student. A day lost in the classroom can never be completely retrieved. The dialogue between the teacher and the students in a classroom can never be completely duplicated.

Since business, industries, and the professions expect and demand a high level of attendance and time-on-task, the education of students must reflect these expectations and responsibilities. Through the combined efforts of parents, students, and the school, the goals of punctuality, self-discipline and responsibility can be developed as students are prepared for entry into the adult world.

Mill Creek Community School Corporation considers the development of good attendance habits a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class; the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

A very high correlation exists between formal learning and school attendance; thus the Mill Creek School Corporation will enforce the attendance policy stipulated in this handbook.

Attendance guidelines and procedures for make-up work are outlined in the individual school sections of this handbook.

## **HENDRICKS COUNTY PROJECT ATTEND**

Project ATTEND is a cooperative effort between the Schools, Probation, Prosecutor and Child and Family Services in Hendricks County, Indiana. The goal is to assist the Schools in increasing their attendance rate and to reduce the number of Truancy cases filed in the Court.

## **GENERAL PROCEDURES:**



1. When a child has accumulated 8 excessive or 4 unexcused absences, the school will have the student and the parent or guardian of the student sign a Parent Attendance Contract. The school is to determine what constitutes an unexcused absence. If the school is unable to get the parent to sign the contract within 5 school days, they should contact the Project ATTEND Coordinator.
2. When a child has accumulated 2 additional undocumented or unexcused absences, the school representative should notify the Project ATTEND Coordinator by phone or e-mail and include the pertinent information about the child. This information should include; the child's name and date of birth, parents names, addresses, phone numbers and a copy of their attendance. Also, a record of any contacts made by the school should be included.
3. The Project ATTEND Coordinator will then contact the parents or guardian of the child by phone, mail or both. This contact will include an attempt to gather pertinent information regarding the family and attendance issues. The parents will be notified that this is considered an official referral to the Juvenile Court and could result in future legal action.
4. If the attendance problems continue, the school should notify Project ATTEND with all updated information. A meeting will be set for the parents, child, school representative and Project ATTEND Coordinator. The Deputy Prosecuting Attorney may also be asked to attend this meeting.
5. At the above mentioned meeting, the legal consequences of non-attendance will be explained. A contract/agreement will be signed by the parents, child, school representative and Project ATTEND Coordinator, that lists any actions that should be taken and any conditions imposed on the student, parents or school.
6. If the child still continues to have attendance problems or otherwise violates the above mentioned agreement, a decision to file Truancy charges against the child, or Educational Neglect charges against the parent may be made. It is also possible that the child could continue under the existing agreement or an amended agreement.
7. Each case will be considered on an individual basis. Every attempt will be made to have an Attendance Contract or Agreement signed before filing charges. The goal is to improve attendance without filing formal charges if possible.

**Each case will be considered on an individual basis. Every attempt will be made to have an Attendance Contract or Agreement signed before filing charges. The goal is to improve attendance without filing formal charges if possible.**

### **Truancy Statutes**

#### **IC 20-33-2-25**

Sec. 31.1. The superintendent or an attendance officer having jurisdiction may report a child who habitually absents himself from school in violation of this chapter to an intake officer of the juvenile court. The intake officer shall proceed in accord with IC 31-30 through IC 31-40.

#### **IC 20-33-2-27**

Sec. 33. Compulsory Attendance; Parent's responsibility. (a) It is unlawful for a parent to fail to ensure that his child attends school as required under this chapter. (b) Before proceedings are instituted against a parent for a violation of this section, personal notice of the violation shall be served on the parent by the superintendent having jurisdiction over the public school or his designee, where the child has legal settlement or the su-

perintendent of the transferee corporation, or his designee, if the child has been transferred. Personal notice must consist of and take place at the time of the occurrence of one of the following events: (1) the date of personal delivery of notice; (2) the date of receipt of the notice sent by certified mail; or (3) the date of leaving notice at the last usual place of the residence of the parents. If the violation is not terminated within one (1) school day after the notice is given, or if another violation is committed during the notice period, no further notice is necessary, and each day of violation constitutes a separate offense.

### **IC 20-33-2-44**

Sec. 37. Penalty. A person who knowingly violates this chapter commits a Class B misdemeanor.

### **IC 31-37-2-3**

Sec. 3. A child commits a delinquent act if, before becoming eighteen (18) years of age, the child violates IC 20-33-2-27 concerning compulsory school attendance.

### **Attendance Deviations**

Students are not permitted to leave the building at any time during the school day without permission from the office and without signing out in the respective office. Failure to comply with this procedure will result in disciplinary action. A student will not be permitted to leave school during the day with anyone other than parent/guardian or an individual designated by the parent/guardian.

### **Compulsory Attendance; Exceptions**

In the following events students are not recorded as being absent in accordance with I.C. 20-33-2-14, 20-33-2-15, 20-33-2-16, 20-33-2-17, and 20-33-2-17.5.

1. Service as a page for or as an honoree of the Indiana General Assembly
2. Issued a subpoena to appear in court as a witness in a judicial proceeding.
3. Serving on the precinct election board or as a helper to a political candidate or to a political party on the date of each general, city or town, special, and primary election at which the student works.
4. Ordered to active duty with the Indiana National Guard Duty.
5. To attend an educationally related nonclassroom activity in accordance with IC 20-33-2- 17.5)

### **Compulsory Attendance for Full Term; Duty of Parent – IC 20-33-2-28 (Previously I.C. 20-8.1-3-34)**

It is unlawful for a parent to fail, neglect, or refuse to send his/her child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given a child in the public schools.

### **Habitual truant**

A “truant” is defined as a student who is willfully absent from school without the knowledge or consent of the parent or school, or absent from school when there is an attempt to evade the Indiana Compulsory Attendance Law. A habitual truant is defined as a student who has eleven (11) or more days of unexcused absences from school in one (1) school year.

All students who are at least thirteen (13) years of age but less than fifteen (15) years of age and who are determined to be a habitual truant per the definition above, are subject to Indiana Code 20-33-2-11, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator’s license or learner’s permit until the age of eighteen years, or until the student’s attendance record has improved as determined by the School Board upon review of the student’s record.

Provisions developed for the administration of this law shall include provisions for periodic review of all students determined to be habitual truants, and their reclassification, when warranted. These procedures will be developed by the superintendent or his/her designee.

### **Report Cards and Progress Reports**

Grade reports are issued every nine weeks for students in grades one through eight and will be sent home on the third school day following the end of each grading period. Progress reports will be sent home mid-point. Kindergarten reports are issued every nine weeks. Grade reports are issued every six weeks for students in grades 9-12, with mid-point progress reports issued every three weeks.

Please refer to School Corporation calendar for grading periods.

## Grading Scale

A = 100-93	A - Outstanding Progress
A- = 92-90	B - Above Average Progress
B+ = 89-87	C - Average Progress
B = 86-83	D - Below Average Progress
B- = 82-80	F - Failing
C+ = 79-77	
C = 76-73	
C- = 72-70	
D+ = 69-67	
D = 66-65	
F = 64-0	
O - Outstanding	P/NC - Pass / No Credit
S - Satisfactory	F/NC - Fail / No Credit
N - Needs Improvement	CR - Credit
I - Incomplete	NC - No Credit
W - Withdraw	
F - Fail	

## Grade Point Average

A = 4.00 points	D+ = 1.33 points
A- = 3.67	D = 1.00
B+ = 3.33	D- = .67
B = 3.00	F = 0.00
B- = 2.67	
C+ = 2.33	
C = 2.00	
C- = 1.67	

## Honor Roll

All schools will recognize superior academic achievement in the form of an Honor Roll.

## Homework

Homework is an important part of the education process. It is important that each student and his/her parents develop a plan to accomplish any work assigned to be completed at home. This plan should include a set time for doing homework, a set place with supplies for completing the homework, and a place to put completed work for parent approval or returning the work to school the next day. It is essential that homework be completed successfully and on time to help ensure academic progress.

If you have questions about your child's homework or concerns you would like to share with the teacher, please call the school during the day, or you may contact the teacher by e-mail.

## Health, Welfare, and Nursing services

### Guidance and Counseling Services

Counselors are available in the Mill Creek Community School Corporation. The counselor is available to work with students, teachers, and parents on issues related to improving each student's success at school. The Mill Creek School Corporation also has a partnership with Cummins Mental Health. Cummins offers school-based counseling services on site for students. Contact the school office for a counseling referral.

## **Insurance**

The School Corporation does not carry medical insurance of any kind on students. Insurance for school and school activities or a 24-hour plan may be purchased through the school. Insurance forms are sent home with students during the first week of school or the forms may be picked up at the school office. While all students are not required to have this insurance, those participating in athletics and cheerleading must show proof of insurance.

## **IMMUNIZATIONS- ENTERING STUDENTS**

Keeping our children current on their immunizations is an important step in preventing certain diseases. Healthy children are known to miss less school and perform better academically. The state requires that we have this documentation. It is expected that all children will be fully immunized no later than the first day of school. Please let us know if you have a religious or medical exemption for your child's immunizations. Specific information regarding immunizations can be found at this web site ([www.in.gov/isdh](http://www.in.gov/isdh)). You may also contact your local school nurse with questions or concerns.

## **MEDICATIONS**

The purpose of administering medication at school is to help the student maintain an optimal state of health to enhance his/her educational plans. Medication should be given at home whenever possible. Medications will be dispensed by the school nurse or properly trained staff at each school. Herbs and dietary supplements are not medications and will not be dispensed at school.

Over the counter medications are kept in stock in the clinic and are dispensed according to the package directions once parental permission is obtained. Any over the counter medication brought from home must be in the original package and accompanied with a parental note stating the medication is to be given at school and at what time it is to be administered.

Prescription medications to be given at school must be in the original container with the physician's prescription label attached. Parents/guardians must contact the local school nurse to ensure that the proper medication forms are completed and returned to the clinic.

State law now allows students to transport medications to and from school after parental permission has been obtained. If the school nurse determines that a particular medication should not be transported by the student, the parent will be asked to bring in and pick up the medications. Any medication left in the clinic at the end of the school year will be disposed of by the nurse.

## **STUDENTS WITH SPECIAL MEDICAL ISSUES**

Students may have medical conditions that can have a direct effect on their education. Students who are diagnosed with medical conditions such as diabetes, moderate or severe asthma, epilepsy/ seizures and allergies/ anaphylaxis must have individual health care plans in place to provide the safest environment in which to learn. If your child has a medical condition that could result in an emergency situation at school, the school nurse needs to be made aware of his/her condition prior to the start of school. This will ensure that the proper paper work is completed and a medical care plan is in place should an emergency occur at school.

## **FIRST AID/CLINIC RULES**

The school nurse or properly trained staff will provide first aid for illness or injury occurring during the school day. It should be noted that the clinic is not a substitute for a physician's office or immediate care center. Any illness or injury that occurs away from the school setting should be handled by the child's physician. Only a physician can make a medical diagnosis and recommend treatment.

## **GUIDELINES FOR SENDING STUDENTS HOME**

Students who become ill and need to go home must first report to the clinic. Parents will be notified and permission is needed before a student is sent home.

Students need to stay home and/or will be sent home if they have a fever greater than 100.0. Students must remain fever and diarrhea free for 24 hours before returning to school.

Students need to stay home if he/she is vomiting or experiencing diarrhea.

Strep Throat- If a throat culture is positive for strep and there are symptoms present (fever, tender lymph nodes, sore throat with pus), the student needs to stay home for 24 hours after beginning antibiotic treatment.

Pink Eye- If there is a white or yellow discharge from the eye(s), the student needs to stay home for 24 hours after

beginning antibiotic treatment.

## **VISION SCREENINGS**

Vision screenings are done in Kindergarten and 3rd grade. This is a basic screening of visual acuity and color blindness. Students will be screened upon parental / teacher request and as a new student enters the school. A state required Modified Clinical Technique clinic is held for the kindergarten every year by the optometrists from Plainfield Eye Care. The results of the screen will be sent home to parents. A referral letter will be sent home for any student failing to pass the state guidelines of the 20/40 visual acuity. This referral needs to be completed by the eye doctor completing the exam and returned to the school nurse. Assistance programs are available to obtain free eye exams and glasses for those who qualify.

## **HEARING SCREEN**

Hearing screens are done for 1<sup>st</sup> and 4<sup>th</sup> grade students. Students will be screened upon parent/teacher request and as a new student enters the school. Parents will be notified if the student does not pass the screen.

## **SCOLIOSIS SCREEN**

The state no longer requires schools to provide scoliosis screening or to report the findings. Scoliosis screens will be offered for students in grades 7 and 9. Parental permission will be obtained before the screening is done. The results of the screening will be sent home to the parent/guardian. It is the parent/guardian's responsibility to follow up with the child's physician.

## **HEAD LICE**

Head checks will be performed on all students who exhibit signs of head lice and upon teacher/parent request. If live lice and viable eggs ¼" from the scalp are found, siblings and close associates may also be checked. The parent/guardian will be notified that live lice have been found and the student will be sent home so treatment may begin. The parent/guardian will be given verbal/written instruction on the treatment procedure. After the initial treatment has been given, the parent/guardian will return the student to the clinic to ensure live lice are not present. Students may remain in school if treatment was effective. The school nurse will determine if the treatment procedure was followed if lice are still present. Further education will be provided if necessary. If the procedure was followed, the parent will be advised to contact a physician for further treatment. Special circumstances may be handled at the nurses' discretion. If a student is found to have head lice and a way home is not found, the student may ride the bus home. The student will be instructed to avoid any head to head contact with another student.

## **MENINGOCOCCAL DISEASE**

Meningococcal disease is an infection of the covering of the brain and spinal cord. It is caused by bacteria that live in the membranes of the nose and throat, usually with no symptoms. In a small number of people, the bacteria will pass to the blood causing an infection. Bacteria are spread from person to person by direct contact with an infected person's nose or throat secretions. The illness often starts with a sudden fever, headache, stiff neck, a rash and possible nausea and vomiting. An infected person may be very sick within a few hours and should seek medical care immediately. Babies, children and young adults are most likely to get the disease. People living in crowded places are at higher risk for infection. Outbreaks usually do not occur in school or workplace settings. The disease can be prevented by good hygiene. Sneeze or cough into your sleeve. If coughing or sneezing into a tissue, throw away used tissues and wash hands often. Two vaccines are available to prevent this infection. For questions about meningococcal disease or vaccines, please contact your physician or local health department.

Additional information concerning this and other diseases may be found at the following websites: [www.in.gov/isdh](http://www.in.gov/isdh) or [www.cdc.gov](http://www.cdc.gov).

## **Child Services**

The law requires all persons to report to the proper authorities in Hendricks County all cases of suspected child negligence, abuse, or sexual abuse.

## **Wellness Policy**

The Mill Creek Community School Corporation Board of School Trustees is committed to providing a school environment that enhances learning and development of lifelong wellness practices. Our goals will be:

- Child Nutrition Programs shall comply with federal, state and local requirements. Child Nutrition Programs are

accessible to all children.

- Nutrition education is provided and promoted. Schools will link nutrition education activities with the coordinated school health programs, math, science, social studies, and language arts as applicable. Nutrition education will be offered in the school dining room through posters on nutrition topics.
- Patterns of meaningful physical activity that connect to students' lives outside of physical education will be encouraged.
- Foods and beverages made available at school during the school day will be selected using nutritional guidelines with the objectives of promoting student health and reducing childhood obesity.
- All foods made available on campus during normal school hours will adhere to food safety and security guidelines.
- The school environment is safe, comfortable, pleasing, and allows ample time and space for eating meals. Food will not be used as a reward nor will physical activity be used as a punishment.

#### Nutrition - General Guidelines

1. Nutrition guidelines that are consistent with USDA standards shall be established for all foods offered by the district's Child Nutrition Department or contracted vendors.
2. Nutrition information will be provided to families to assist them in teaching their children about health and nutrition.
3. Nutrition policies and guidelines for reimbursable meals shall not be more restrictive than federal and state regulations require.
4. Students will be encouraged to start each day with a healthy breakfast.
5. A la carte offerings to students shall be nutritious and meet federal recommended guidelines. Continue to provide a selection of items on the a la carte line that can be used for a reimbursable meal.

#### Food Items During School Hours

1. Vending of food items during the school day shall meet requirements of state and federal legislation.
2. The availability of food and beverages of minimal nutritional value shall be limited to students—available to elementary or middle school campuses only after the end of the school day and available on the high school campus according to state and federal legislation.
3. No outside drinks or commercially prepared/vendor-prepared foods should be brought onto school property during the school day without the prior approval of the building principal. The school district encourages organizations to use non-food items or foods designed for delivery and consumption after hours as fund-raisers.

#### Health Education and Life Skills

Healthy living skills shall be taught as part of the regular instructional program and provide the opportunity for all students to understand and practice skills related to health promotion and disease prevention.

Schools shall have a skill-based health education program based upon state standards.

Students shall have access to valid and useful health information and health promotion products and services.

#### Physical Education

Physical activity shall be integrated through curriculum throughout the school day.

Movement can be made a part of science, math, social studies and language arts. The physical education program shall be designed to stress physical fitness and encourage healthy, active lifestyles.

Participation in such physical activity shall be required for all students in kindergarten through grade five. Students shall participate in daily recess with supervised unstructured play.

Instruction may be provided for grades 6-8 through formal physical education courses and other courses, regularly scheduled intramural activities, and/or regularly scheduled school-wide activities.

High school requires two semesters of physical education and one semester of health. Additionally, a wide variety of physical education electives and extracurricular activities are offered. Students shall be provided varied opportunities for enjoyment, challenge, self-expression and social interaction that will lead to a physically active lifestyle.

## Healthy and Safe Environment

A healthy and safe environment for all supports academic success. School buildings, grounds, buses and equipment shall meet all current health and safety standards.

Each school and district site shall be in compliance with drug, alcohol and tobacco free policies. Currently the Mill Creek Community School Corporation is a drug, alcohol and tobacco free establishment.

Safety procedures and appropriate training for students and staff shall support personal safety.

Each school will be encouraged to promote health projects and events

## Implementation

This policy was developed by a committee of parents, students, and school district staff.

The superintendent and each building principal or designee shall jointly share the operational responsibility for ensuring that the provisions of this policy and its regulations are met. The superintendent will be responsible for reporting to the board on the progress of the school corporation in implementing this policy. The superintendent is also responsible to prepare rules, regulations and guidelines to implement and support this policy.

## **Student Stress Policy**

Any student who has either verbally or non-verbally communicated about suicide shall be reported to the principal or counselor immediately so that parents may then be informed.

## **Student assistance program philosophy**

The Mill Creek Community School Corporation recognizes that the use of alcohol and other drugs and the problems associated with such are becoming increasingly commonplace in our society and among youth. The Mill Creek Community School Corporation also recognizes that the abuse of alcohol and/or drugs often precedes the development of other problems. At some point, the individual's use of alcohol and other drugs may be deemed destructive to him/herself or to others, causing problems in daily living. Where the capacity to make responsible decisions regarding alcohol and other drug use has been reduced or compromised, prompt and appropriate attention can help the vast majority of individuals involved.

The Mill Creek Community School Corporation also recognizes that a person's use of alcohol or other drugs can lead to the illness of chemical dependency. Complete recovery is possible, however, if the illness is identified early and treated appropriately through referrals to community agencies. The Mill Creek Community School Corporation regards alcoholism, drug addiction and dependency as it does any other illness or chronic behavioral/medical problem. Our primary purpose is to be helpful, and to remove the judgements and blame which only continue to stigmatize those with such problems and make their recovery difficult or impossible.

The Mill Creek Community School Corporation believes that it is in the best interest of the community for it to take steps to promote, enhance and maintain a drug-free school system and student body and, along with parents and other segments of the community, it has a role to play in helping students remain drug-free.

Whenever factors arise which interfere with a student's school performance, the Mill Creek School Corporation will mobilize its resources to correct the situation. Therefore, the Mill Creek School Corporation wishes to cooperate with all segments of the community in making the means of assistance available to all those individuals who develop alcohol and/or drug related disabilities.

Therefore, be it resolved that the Board of School Trustees directs the Superintendent of Mill Creek Community School Corporation to develop rules and regulations to alleviate, intervene and assist students in developing a drug-free lifestyle.

## **STUDENT ASSISTANCE GOALS AND OBJECTIVES**

The Mill Creek School Corporation has a Student Assistance Program to provide a systematic, caring approach to help children who are displaying behavior that interferes with their education. The program is available to all Mill Creek School Corporation students. The goals and objectives of the program are as follows.

- To provide interventions and strategies for students experiencing difficulties related to educational, behavioral, emotional, and social concerns;
- To provide a systematic school method of identifying and referring students experiencing difficulty;
- To provide intervention strategies by utilizing the skills, experience, and perspective of a multidisciplinary team;

- Increase the capacity of the entire school staff and parents to handle student problems;
- Share the burden of responsibility for decisions which greatly impact the lives of others;
- Create a positive school climate in which all students are valued and all staff supported; and
- Endeavor to provide a bridge between the students, staff, and community in an attempt to impact problems facing our youth in a positive manner.

### **Student service/student assistance programs**

The Mill Creek Community School Corporation believes that students are being faced with numerous societal problems daily. The abuse of alcohol and other drugs, which is a disease riddling our society, is one such problem. Recognizing that chemical dependency is chronic and progressive, as well as treatable, the Mill Creek School Corporation believes that help should be offered to those students affected by their own or other's dependencies or uses.

While such health problems are obviously the primary responsibility of the home and community, the School Corporation recognizes the link between them and vandalism, absenteeism, discipline referrals, declining academic performance and other behavioral symptoms. For this reason, the School Corporation shares the responsibility of addressing these health problems. The school setting is a proven effective environment for dealing with alcohol and other drug abuse and dependence in youth.

The goal of our Student Services and Student Assistance Program is to deal with much more than alcohol and drug problems. We will work with family crisis, behavioral problems, depression, academic, and attendance concerns. Our main objective is to help students achieve their goals, reach their potential and have a positive self-concept.

The Student Services offered include counseling, tutoring, and student support groups. We will offer support for students dealing with issues such as teen pregnancy and parenting, chemical use and abuse, recovery support, family problems and changes, depression, grief, etc.

Any information shared with a member of the Student Services staff and/or the Student Services Team will be held in the utmost confidence. All records are kept separate from the student's school records.

## **General Policies, procedures, and information**

### **Convocations and Assemblies**

There are several convocations throughout the school year for students to enjoy. At these convocations and assemblies students are expected to listen and watch courteously, show appreciation by applauding at the appropriate time, and refrain from booing and cat-calling. The convocation/assembly will be enjoyed by all when every student cooperates. If there is a feeling that the program conflicts with moral or religious beliefs, the student(s) may go to the office during the convocation.

### **Bulletins, notices, posters and electronic displays**

Special notices or bulletins are posted on the bulletin boards in the main hallways and other related areas of the schools. All posters placed on the bulletin boards or in any of the halls should be school related and have the approval of the administration.

### **Distribution of materials**

According to policies set forth by the Board of School Trustees, the distribution of materials on school property, other than those officially affiliated with the school, must be submitted to the principal for approval prior to their distribution on school premises.

### **Cafeteria information**

School lunches, school breakfasts, milk or extra food items may be purchased in all school cafeterias, or students may bring their own lunch. Lunch and milk prices will be set each year by the Board of School Trustees. Forms for financial assistance are available in each school office or from Aramark, our food service company. Parents should notify Aramark at 539-9206 if a child has special dietary needs.

### **Textbook rental, purchase, and care**

All basic textbooks are rented to students for use during the school year. Workbooks and other necessary supplies are paid for by the students. Textbooks are to be kept clean and handled carefully. Those students damaging textbooks will be charged a fee to repair or replace the damaged book.



Parents/Guardians are financially responsible for book rental fees and any charges the school may assess for but not limited to lost books, cafeteria fees, library books, extracurricular activities, fundraisings, and tuition. Parents/Guardians may also be responsible for all reasonable costs of the collection of this account, which may include, but not limited to, late fees, client collection fees, collection agency fees, reasonable attorney fees and court costs on any outstanding balance.

Students should write their name and grade on the book label inside the front cover of the textbook in case the book is misplaced. Students will be required to pay for the replacement of lost textbooks.

Forms for financial assistance are available in each school, or parents may contact the Aramark Food Service Director at 539-9206, or the school secretaries in the office.

Provided all books have been turned in, refunds will be issued on a prorated basis for students who leave the School Corporation before the beginning of the last grading period. Book rental charges will also be prorated for those students moving into the School Corporation during the school year.

### **Care of library books, valuables and property**

Students are responsible for the proper care of all library books and materials. If books are lost or damaged, the student is responsible for the replacement or repair cost. Each student is expected to assume responsibility for the care of all school property. Students who damage school property will be responsible for reimbursement to the school.

Students are urged to keep all valuables at home and are responsible for their personal property at school.

### **Student behavior and discipline**

The Mill Creek Community School Corporation encourages students to be happy and display proper behavior during their learning experiences. Good behavior is necessary to prepare our students for tomorrow. We expect all students to follow the rules and guidelines of the School Corporation. Whenever a student chooses not to follow these rules, a form of discipline will result. The object of disciplining a student is to modify the student's behavior and encourage that student to make better choices to promote a higher level of academic and social success. Students may be disciplined in a variety of ways which may include, but are not limited to, the following: counseling, loss of recess time, in-school suspension, detention, suspension, or expulsion. Every effort will be made to arrange a parent conference when major problems arise. The cooperation of the parents for reinforcement is vital for the child's understanding and correction of the problem.

### **Definitions:**

As used herein, the term "school purpose" is defined as it is in I.C. 20-33-8-4 the term "school purposes" refers to the purpose for which a school corporation operates, including:

1. To promote knowledge and learning generally;
2. To maintain an orderly and efficient educational system;
3. To take any action under the authority granted to school corporations and their governing bodies by Indiana Code or by any other statute.

As used herein, the term "educational function" is defined as it is in I.C. 20-33-8-2 ...the term "educational function" means the performance by a school corporation, or its officers or employees, of an act or series of acts in carrying out school purpose.

### **Authority for student discipline**

Teachers, administrators, and other staff members have the authority to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision.

### **Suspension**

"Suspension" is a statutory term defined at I.C. 33-8-7 to mean "any disciplinary action that does not constitute an expulsion whereby a student is separated from school attendance for a period of not more than ten (10) days."

### **Expulsion**

Expulsion is defined at I.C. 20-33-8-3 as a disciplinary or other action whereby a student:

1. Is separated from school attendance for a period in excess of ten (10) days;

2. Is separated from school attendance for the balance of the current semester or current year unless the student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or
3. Is separated from school attendance for the period prescribed under I.C. 20-33-8-16, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

Most expulsions involve the removal of a student from school for more than ten (10) school days. However, as defined above, a student who is suspended by the principal for 10 school days or less at the end of the semester or school year would be considered expelled if the student is not permitted to take the semester or final examinations, and the student may lose credit for the course(s) taken in the semester or school year.

## **STUDENT DISCIPLINE RULES**

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of IC 20-33-8-1 through 20-33-8-11, administrators and staff members may take the following actions:

Removal from Class or Activity – Teacher:

1. A middle school, junior high, or high school teacher may remove a student from the teacher's class or activity for a period not to exceed five (5) school days if the student is assigned regular or additional work to be completed in another school setting.
2. An elementary teacher may remove a student from the teacher's classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

Suspension from School – Principal:

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period not to exceed ten (10) school days.

Expulsion:

A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

## **Grounds for suspension or expulsion**

The grounds for suspension or expulsion listed in Section A below apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- b. Off school grounds at a school activity, function, or event;
- c. Traveling to or from school or a school activity, function, or event; or
- d. During summer school.

## **Student misconduct and/or substantial disobedience**

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any

school or education function, or any meeting or assembly on school property.

- e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
  - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
    1. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
    2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    3. The student has been instructed in how to self-administer the prescribed medication.
    4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form, including electronic cigarettes.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when

the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or violating a school rule, and/or state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Engaging in pranks that could result in harm to another person.
24. Use or possession of gunpowder, ammunition, or an inflammable substance.
25. Violating any rules that are reasonably necessary in carrying out school purposes or an educational functional, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device.
26. Possessing or using on school grounds during school hours an electronic device or cellular telephone, or any other telecommunication device in a situation not related to school purpose or educational function.
27. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.

## **B. Bullying**

1. This rule applies when a student is:
  - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
  - b. Off school grounds at a school activity, function, or event;
  - c. Traveling to or from school or a school activity, function, or event; or
  - d. Using property or equipment provided by the school.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior

of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
6. All schools in the school corporation are encouraged to engage students, staff and parents in meaningful discussion about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

### **C. Possessing a firearm or a destructive device**

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - the frame or receiver of any weapon described above
  - any firearm muffler or firearm silencer
  - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
  - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
  - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
  - an antique firearm.
  - a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.
3. For purposes of this rule, a destructive device is
  - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

### **D. Possessing a deadly weapon**

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35- 41-1-8:
  - A loaded or unloaded firearm;
  - A destructive device, weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

- An animal readily capable of causing serious bodily injury; and used in the commission or attempted commission of a crime.
  - A biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: suspension up to 10 days and expulsion from school for a period of up to one calendar year.
  4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

### **E. Unlawful activity**

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

### **F. Legal settlement**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled. In accordance with Policy #3541, the Mill Creek Board of School Trustees shall not hear appeals of a student's expulsion. Mill Creek School Corporation will be in compliance with Indiana law legal reference: I.C. 20-33-8-1 et seq. I.C. 35-47.5-2-4 I.C. 35-41-1-8 I.C. 35-47-1-5

## **RESTRAINT & SECLUSION**

### **I. USE OF RESTRAINT**

- A. Restraint shall only be used when a student is displaying physical behavior that presents substantial imminent risk of injury to the student or others.
- B. Restraint shall only be employed as a last resort after other methods of de-escalating a dangerous situation have been attempted without success.
- C. Restraint shall only be employed by staff members who have received crisis intervention training by the school in the use of restraint procedures with the following exceptions:
  1. Other school personnel may employ restraint procedures only in rare and clearly unavoidable emergency circumstances when fully trained school personnel are not immediately available. Untrained staff shall request assistance from trained staff as soon as possible.
  2. Restraint of a student shall be conducted in a manner consistent with the techniques prescribed in crisis intervention training program.
- D. Restraint shall last only as long as is necessary for the student to regain behavioral stability, and the risk of injury has ended, usually a matter of minutes.
- E. The degree of restriction employed must be in proportion to the circumstances of the incident, the size and condition of the student, and the potential risks for injury to the student.
- F. Mechanical or chemical restraints are not authorized in school.
- G. Prone or Supine forms of restraint are not authorized and shall be avoided.
- H. Seclusion or restraint shall never be used in a manner that restricts a child's breathing or harms the child.
- I. Every instance in which seclusion or restraint is used shall be carefully, continuously and visually monitored to ensure the appropriateness of its use and safety of the child, other children, teachers, and other personnel

### **II. WHEN RESTRAINT PROCEDURES SHALL NOT BE EMPLOYED**

- A. Restraint shall not be used unless there is imminent risk of injury to someone by the student.
- B. A verbal threat or verbally aggressive behavior does not itself indicate a imminent risk of injury, and shall not result in restraint.
- C. Destruction or damage to property does not constitute a risk of imminent injury unless in so doing a risk of

injury to the student or others is created.

D. When known medical or physical condition of the student would make the restraint procedures dangerous for that student

(e.g. students with heart or circulatory conditions, asthma, etc.) they shall not be employed.

E. Restraint shall never be used as a punishment, or to force compliance with staff commands.

### **III. USE OF SECLUSION**

A. Seclusion shall only be used when a student is displaying physical behavior that presents substantial imminent risk to the student or others, and the threat could be diminished if the student was in a safe environment away from other students and staff.

B. Seclusion shall only be employed as a last resort after other methods of de-escalating a dangerous situation have been attempted.

C. Seclusion shall only be used as long as necessary and shall be discontinued when the student is no longer an imminent threat to others.

D. Seclusion shall only be employed by staff members who have received specific Mill Creek Community School Corporation approved crisis intervention training in the use of seclusion procedures.

E. Seclusion must be used only when the student can safely be transported to the seclusion environment by trained staff members using appropriate techniques based on crisis intervention training.

F. Time out procedures that do not constitute seclusion are permitted in school.

G. All seclusion environments shall be inspected and shall:

1. Be of reasonable size to accommodate the student and at least one adult.
2. Be of reasonable size to permit students to lie or sit down.
3. Have adequate ventilation including heat and air conditioning as appropriate.
4. Have adequate lighting.
5. Be free of any potential or predictable safety hazards such as electrical outlets, equipment, and breakable
6. glass.
7. Permit direct continuous visual and auditory monitoring of the student.
8. Permit automatic release of any locking device if fire or other emergency in the school exists.
9. If locked, shall be automatically released after five minutes or with any building wide alarm (such as fire,
10. tornado or code red alarm).
11. Shall meet current fire and safety codes.

### **IV. WHEN SECLUSION PROCEDURES SHALL NOT BE EMPLOYED**

A. When the substantial imminent risk of injury no longer exists.

B. When known medical or physical condition of the student would make the seclusion procedures dangerous for that student (e.g. students expressing suicidal thoughts, students with heart or circulatory conditions, asthma, or other conditions).

C. Seclusion shall never be used unless a staff member can continuously monitor the student for visual or auditory signs of physiological distress, and can communicate with the student.

1. Students shall be permitted to use the restroom upon request, and be escorted to and from the restroom.
2. Students shall be provided water on request.

D. Seclusion shall never be used as a punishment, or to force compliance with staff commands.

### **V. TIME-OUT**

Time-out is a behavior reduction procedure in which access to reinforcement is withdrawn for a certain period of time. Time-out occurs when the ability of a student to receive normal reinforcement in the school environment is restricted. Time-out shall be both developmentally and behaviorally appropriate and shall be short in

duration.

## **VI. INFORMING PARENTS AND GUARDIANS GENERALLY**

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to himself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion.

## **VII. TRAINING**

A. The Mill Creek Community School Corporation will provide all staff members with basic training about conflict de-escalation procedures, the dangers of seclusion and restraint, and procedures for contacting fully trained and certified staff when behavioral crises occur.

B. This training will be recurrent and will be provided to new staff.

C. The Mill Creek Community School Corporation will determine a specific curriculum and method of providing training related to seclusion or restraint.

D. A core group of appropriate personnel will be trained in each building in crisis intervention techniques which will include the use of seclusion and restraint procedures. E. Recurrent training will be provided on a regular basis at least annually.

## **VIII. Reporting, Documentation and Debriefing**

A. Immediately after the student has restored emotional and behavioral control following the use of restraint and/or seclusion, a staff member not involved with the incident shall examine the student to ascertain if any injury has been sustained during the seclusion or restraint.

B. The building administrator or designee will verbally notify the parent/guardians as soon as possible (no later than the end of the school day in which the seclusion or restraint occurs).

1. The Principal or designee will update the parent/guardian on the student's current physical and emotional state and
2. Will discuss strategies to assist the parent/guardian in dealing with any residual effects of the incident.

### **C. Incident Report**

1. Staff involved in the use of seclusion or restraint will contribute in an "Incident Report" as soon as practical after the use of seclusion or restraint.
2. The building administrator or designee will send a copy of the written report to the parent or guardian
3. documenting the use of seclusion or restraint, and will place a copy of the report in the student's confidential file.
4. A copy of the incident report shall also be sent to a designated Mill Creek Community School Corporation administrator.

D. A minimum of the following will be included in the incident report created after each instance of restraint or the use of seclusion:

1. The student's name;
2. The racial/ethnic status of the student;
3. The date and time of the incident;
4. The duration of any seclusion or restraint; or the beginning and ending times of the restraint and/or seclusion;
5. A description of any relevant events leading up to the incident;
6. A description of any interventions used prior to the implementation of seclusion or restraint;
7. A description of the incident and/or student behavior that resulted in implementation of seclusion or restraint
8. including a description of the danger of injury which resulted in the seclusion or restraint



9. A log of the student's behavior during seclusion or restraint, including a description of the restraint technique(s) used and any other interaction between the student and staff;
10. A description of any injuries (to students, staff, or others) or property damage;
11. A description of the planned approach to dealing with the student's behavior in the future;
12. A list of the school personnel who participated in the implementation, monitoring, and supervision of seclusion or restraint and whether they had training related to seclusion or restraint;
13. The date and time on which the parent or guardian was notified;
14. If the student has a disability (IDEA or Section 504), the type of disability.

E. Further, it is expected that each staff member involved in an incident will engage in a de-briefing or processing session(s) in order to determine what could have been done to prevent the future need for use of seclusion or restraint for this student specifically and for other students in similar situations.

1. Components to be included in this session are outlined in the Staff Processing of Seclusion or restraint Form.
2. The supervisor will provide support to the staff member and determine when the staff member shall return to his or her duties.
3. The student, with assistance from staff, will process the event at the earliest appropriate time. 4. The staff member's supervisor or designee shall complete and file the form.

### **IX. Annual Review, Planning Process and Oversight**

A. A Mill Creek Community School Corporation administrator (or designee) will be designated as the coordinator of data, planning and oversight of the use of seclusion or restraint procedures in the Mill Creek Community School Corporation.

B. The Mill Creek Community School Corporation shall establish a Committee or use a standing committee to conduct an annual review of all individual and program-wide data associated with this policy. The Committee shall review the following components related to the use of restraint:

1. incident reports;
2. procedures used during restraint, including the proper administration of specific Mill Creek Community School Corporation approved restraint techniques;
3. School Corporation approved restraint techniques;
4. preventative measures or alternatives tried, techniques or accommodations used to avoid or eliminate the need of the future use of restraint;
5. documentation and follow up of procedural adjustments made to eliminate the need for future use of restraint; injuries incurred during a restraint; notification procedures; staff training needs;
6. specific patterns related to staff or student incidents;
7. environmental considerations, including physical space, student seating arrangements, and noise levels.

C. Upon review of the data, the Committee shall identify any issues and/or practices that require further attention and provide written recommendations to the Superintendent of Schools for changes in policies or practices.

D. The Committee can recommend review of the training program to ensure the most current knowledge and techniques are reflected in the Mill Creek Community School Corporation training curriculum.

## **Suspension and Expulsion proceedings**

### **Suspension procedure**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to: a written or oral statement of the charges; if the student denies the charges, a summary of the evidence against the student will be presented; and the student will be provided an opportunity to ex-

plain his or her conduct.

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

### **Expulsion procedure**

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

The Superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:

- a. legal counsel member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
  1. An expulsion will not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
  2. The notice of right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
  3. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.
  4. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

In accordance with Policy #3541, the Mill Creek Board of School Trustees shall not hear appeals of a student's expulsion.

Mill Creek School Corporation will be in compliance with Indiana law.

### **I.C. 20-33-8-24 Requirements for Reenrollment After Expulsion**

(a) This section applies to a student who:

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

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

- (1) An alternative school or alternative educational program.
- (2) Evening classes.
- (3) Classes established for students who are at least sixteen (16) years of age.

### **Expelled students**

Students attempting to enroll in Mill Creek Community School Corporation who have been expelled from another school for the current semester or school year will be provided an opportunity to present evidence or show reasons why they should be permitted to enroll. Following a determination of the circumstances of the expulsion and the potential consequences of the enrollment, a decision will be rendered by the school administration.

### **Discipline procedures for students with disabilities\***

Students with disabilities are subject to the discipline rules adopted by the Board of School Trustees and, therefore, may be suspended or expelled for any violation(s) of the rules for which nondisabled students could also be suspended or expelled. In accordance with Indiana Code and 511 IAC 7-29, administrators may take the following discipline actions:

## **Suspension**

A suspension is defined as a unilateral, temporary removal of a student from the student's current placement. A short-term removal of a student pursuant to the student's individualized education program is not a suspension. An in-school suspension is not considered a suspension as long as the student is provided both general education and special education services consistent with the student's individualized education program and the student is allowed to participate with nondisabled students as the student would have in the student's current placement.

A student with a disability may be suspended up to ten (10) consecutive school days for a violation of school rules. Additional suspensions of up to ten (10) consecutive school days for each separate act of misconduct are permissible in the same school year as long as the suspensions do not constitute a pattern of removals from the student's current placement.

Before a student with a disability can be suspended, the student must be afforded the same due process procedures provided to a nondisabled student.

Educational services do not have to be provided to a student with a disability during any of the first ten (10) cumulative days of suspension if educational services are not provided to nondisabled students who have been similarly suspended. Beginning on the 11th cumulative day of suspension in a school year, a student with a disability shall be provided educational services. The principal and the student's special education teacher shall determine the services that will be provided to the student.

Whenever a student with a disability has been suspended for more than ten (10) cumulative days in a school year, a case conference committee meeting must be convened for the purpose of reviewing the student's behavior and developing a behavioral intervention plan. If a behavioral intervention plan already exists, the plan and its implementation must be reviewed.

## **Expulsion**

An expulsion is defined as the temporary removal of a student from the student's current placement for more than ten (10) consecutive school days. An expulsion also includes a series of suspensions totaling more than ten (10) cumulative days that constitute a pattern of removal from the student's current placement.

Before a student with a disability can be expelled from school, the case conference committee must meet to review the student's behavior and develop a behavioral intervention plan or review an existing plan and its implementation. The case conference committee must also review the relationship between the student's disability and the misconduct. If the case conference committee determines the student's behavior was a manifestation of the student's disability, the student may not be expelled. If, however, the committee determines the behavior of the student was not a manifestation of the student's disability, the Superintendent may appoint an expulsion examiner who will conduct the same expulsion proceedings afforded to nondisabled students. The parent of the student with a disability may also request a due process hearing in accordance with Article 7 to challenge the manifestation determination of the case conference committee.

While expulsion (or a challenge to the manifestation determination) proceedings are pending, a student with a disability must remain in the student's current placement unless the parent of the student agrees to a removal of the student from the current placement.

If a student with a disability is expelled, the student must be provided educational services during the period of expulsion. The case conference committee determines the extent of the educational services that will be provided during the expulsion period and where the services will be provided.

## **Expulsion for Weapons or Illegal Drugs**

If a student with a disability either carries a weapon (including a firearm) to school or a school function or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, the student may be placed in an interim alternative educational setting for no more than forty-five (45) calendar days. A case conference committee must determine the appropriate alternative educational setting for the student and the educational services the student will receive in the alternative educational setting. A parent of a student with a disability may request a hearing under Article 7 to challenge the interim alternative educational setting, but during any such hearing, the student must remain in the alternative setting.

The case conference committee must review the student's behavior and develop a behavioral intervention plan or review an existing plan and its implementation. The committee must also review the relationship between the student's disability and the student's misconduct. If the case conference committee determines the stu-

dent's behavior was a manifestation of the student's disability, the student may not be expelled. If, however, the committee determines the behavior of the student was not a manifestation of the student's disability, the Superintendent may appoint an expulsion examiner who will conduct the same expulsion proceedings afforded to nondisabled students. The parent of the student with a disability may also request a due process hearing in accordance with Article 7 to challenge the manifestation determination of the case conference committee.

If a student with a disability is expelled, the student must be provided educational services during the period of expulsion. The case conference committee determines the extent of the educational services that will be provided during the expulsion period and where the services will be provided.

### **Removal from Placement Because of Likely Injury**

If a student with a disability has been suspended or expelled and the school believes returning the student to the educational placement the student was in prior to the suspension or expulsion is substantially likely to result in injury to the student or others, the school may request a hearing under Article 7 to determine an appropriate placement for the student. An independent hearing officer may order a change in the student's current placement to an interim alternative educational setting for up to forty-five (45) calendar days.

### **Injunctive Relief**

School officials may seek injunctive relief from a court to remove a student with a disability from school or to change a student's placement if the school believes that maintaining the student in the student's current placement is substantially likely to result in injury to the student or others.

\*These procedures are limited to discipline of students with disabilities as identified under 511 IAC 7-17. The procedures are not intended to be used as a substitute for the discipline rules set forth in 511 IAC 7-29-1 et. seq.

### **Searches**

All lockers made available for student use on the school premises including, but not limited to, lockers located in the hallways, physical education, and athletic dressing rooms, industrial education classrooms, and the art and music classrooms are the property of the School Corporation. These lockers are made available for student use in storing supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student may not expect to have privacy in a locker or its contents.

The student's use of the locker does not diminish the School Corporation's ownership or control of the locker. The School Corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose and to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, paraphernalia, or alcohol.

### **IC 20-33-8-32 Locker Searches**

- (a) A school corporation must provide each student and each student's parent a copy of the rules of the governing body on searches of the students' lockers and locker contents.
- (b) A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or the locker's contents.
- (c) A principal may, in accordance with the rules of the governing body, search a student's locker and the locker's contents at any time.
- (d) A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may:
  - (1) at the request of the school principal; and
  - (2) in accordance with rules of the governing body of the school corporation assist a school administrator in searching a student's locker and the locker's contents. In order to implement the School Corporation's policy concerning student lockers, the School Board adopts the following rules and regulations:
    1. **Locks:** The School Corporation will retain access to student lockers by keeping a master list of combinations and retaining a master key. Students may not use their own locks to prevent access to lockers by school officials. Any unauthorized locks may be removed and destroyed without notice.
    2. **Use of Lockers:** Lockers are to be used to store school supplies and personal items necessary for use at

school. Lockers shall not be used to store items which cause, or reasonably can be foreseen to cause, an interference with school purposes or educational function, or which are forbidden by state law or school rules such as drugs, drug paraphernalia, beverages containing alcohol, weapons, any flammable substance, bomb, or explosive device, any pungent acid or nauseous chemical, and library book not properly checked out or overdue, unreturned gym or athletic equipment, and stolen items, obscene materials, or cigarettes. Students will be expected to keep their lockers in a clean orderly manner.

3. **Authority to Inspect:** The School retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the principal or a member of the administrative staff designated in writing (herein after referred to as "designee") by the principal.

The following are authorized to make locker inspections:

- a. All lockers: Administrative Assistant and Athletic Director
- b. P.E., Athletic, and Classroom Locker: The athletic director, coaches, and classroom teachers who have lockers in their area of responsibility are authorized to make appropriate locker inspections.

4. **Inspection of an Individual Student's Locker, Desk or Storage Cabinet:**

A. The inspection of a particular student's locker will not be conducted unless the principal or his designee has reasonable suspicion that the locker to be inspected contains items which cause, or reasonably may be foreseen to cause, an interference with school purpose or educational function, or which are forbidden by state law or school rules. ("Reasonable Suspicion") as used in these rules may be based on a number of factors including:

1. Information received by the principal or his designee from teachers, law enforcement officials, or detection devices including trained dogs;
2. The past records of the student whose locker is to be inspected;
3. The seriousness of the problem to which the search is directed, such as violence or drug use in the school; and
4. Behavior of the student, for example, indications that he/she is intoxicated.

B. Before a particular student's locker is inspected the student (students - if more than one have been assigned to a locker), if present on the premises, shall where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstance that the inspection be conducted without delay in order to protect health and safety of others present on school premises. Under the rule, whenever an individual student's locker has been inspected without the student's presence, the principal or his designee shall notify the student of such inspection as soon as practicable thereafter.

5. **Inspection of all Lockers:**

An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or assistant superintendent, reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of:

1. An interference with school purposes or an educational function;
2. A physical injury or illness to a person;
3. Damage to personal or school property; or
4. A violation of state law or school rules.

Examples of circumstances justifying a general inspection of a number of lockers are:

- a. When the School Corporation receives a bomb threat;
- b. When evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use;
- c. At midterm, end of grading period and before school holidays to check for missing library books, or lab chemicals or school equipment; and
- d. Where student violence or threats of violence creates a reasonable belief that weapons are stored in lockers, then all lockers in the defined inspection area will be examined. Students will not be given the opportunity to be present while a general inspection is being conducted.

6. **Student Materials:** When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting contents of the lockers or intruding unnecessarily into any students written mate-

rial located in the lockers. In addition, inspection of written material will be kept to the minimum level necessary to determine that such material is not in itself, or being used to conceal, contraband.

7. **Disposal of Confiscated Contraband:** All contraband confiscated from lockers may be disposed of by the principal or designee, as he/she deems appropriate, including:
  - a. Return to the proper owner or place;
  - b. Used as evidence in a student discipline proceeding if possession of the contraband constitutes grounds for suspension or expulsion;
  - c. Delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or
  - d. Destruction.
8. **Involvement of Law Enforcement Officials:**
  - A. If the principal or superintendent has a reasonable suspicion that a locker or lockers contain illegal drug paraphernalia, weapons, a bomb, explosive chemicals, or stolen property, he/she may request law enforcement assistance in making the inspection of a locker or lockers.
  - B. If a law enforcement official asks to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing such official to inspect.
  - C. If a law enforcement official asks the principal to make an inspection on behalf or in place of such official, the request shall be denied. The principal may cause a locker inspection to be performed for school purpose if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contain contraband.
9. **Locker Cleaning:** Nothing in these rules shall affect members of the custodial staff who, at the direction of the principal, clean out (a) lockers from time to time in accordance with general housekeeping schedule or (b) the locker of a student no longer enrolled in the school. Further, the custodial staff may open a student's locker during any vacation if they have reason to believe such locker contains rotting, spoiling, or mildewing items such as food, wet clothes, etc.
10. **Publication of Rules:** A copy of these rules shall be provided to each student and his parent/guardian at the start of each school year or as soon as practicable after the student's enrollment in the school. Copies of the rules shall be posted in the principal's office and other prominent places generally used for announcement to students.
11. **Automobiles:** The privilege of bringing a student-operated vehicle on school premises is hereby conditional and before any vehicle is searched there is to be verbal and/or written consent by the student driver, and/or owner of the motor vehicle, and/or the parent/guardian. This search may be conducted by the principal or his designee in the presence of one of the following; the student driver, owner of the motor vehicle, and/or parent/guardian. Refusal to allow a request to search the motor vehicle shall be cause for termination, without further hearing, of the privilege of bringing a motor vehicle onto school premises.
  1. The principal or his designee may request a law enforcement officer to:
    - a. Search any vehicle on school premises;
    - b. Identify or dispose of anything found in the course of search conducted in accordance with this section; and
    - c. Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted unless specifically requested.
  2. Anything found in the course of the search conducted in accordance with this section which is evidence of a violation of a rule, policy and/or guidelines may be:
    - a. Seized and admitted as evidence in any suspension or expulsion proceedings if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing;
    - b. Turned over to any law enforcement officer in accordance to Section 1;
    - c. Returned to parent or guardian of the student from whom it was seized; and
    - d. Destroyed if it has no significant value
  3. Anything found in the course of a search conducted in accordance to the above sections which by its presence presents an immediate danger of physical harm or illness to any person may be seized and;

- a. Admitted as evidence in suspension or expulsion proceedings if it is seized, tagged, and kept in a secure place by the principal or his designee until it is presented at the hearing;
- b. Turned over to any law enforcement officer in accordance with Section 1;
- c. Returned to parent or guardian of the student from whom it was seized; and
- d. Destroyed if it has no significant value.

### **Student Desk Search**

All desks made available for student use on the school premises are the property of the School Corporation. These desks are made available for student use for storing school supplies and personal items necessary for use at school. The desks are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student may not expect to have privacy in a desk or its contents.

The student's use of the desk does not diminish the School Corporation's ownership or control of the desk. The School Corporation retains the right to inspect the desk and its contents to ensure that the desk is being used in accordance with its intended purpose and to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, and to prevent use of the desk to store prohibited or dangerous materials such as weapons, illegal drugs, paraphernalia, or alcohol.

Each school shall develop rules and procedures for the inspection and maintenance of school desks, subject to the approval of the Superintendent.

### **Code #3630**

## **MILL CREEK COMMUNITY SCHOOL CORPORATION      RANDOM DRUG AND ALCOHOL TESTING POLICY**

### **INTRODUCTION**

Safety is a necessity any time students are involved in and are en route to a school-sponsored activity. Drug-free students are essential for a positive school experience...in our classrooms, in athletic activities, and in other competitive and/or performing arenas. The positive school experience cannot exist if our students' minds are dulled by substance abuse. The risks associated with substance abuse may include the possibility of impaired judgment, diminished capacity, deterioration of the organs of the body, addiction, and conditions that substantially inhibit a person from performing to his/her fullest potential. Substance abuse is a local and national problem. It is illegal, a danger to physical health, and an obstacle to learning. Indiana code, specifically IC 20-34-3-2, establishes the responsibility of schools to assist children found to be ill or in need of treatment.

### **DRUG TESTING PROGRAM OBJECTIVES**

The Mill Creek Community School Corporation's random drug and alcohol testing program emphasizes three primary objectives.

1. To promote the safety of the students.
2. To create a positive school environment.
3. To encourage students representing Mill Creek Community School Corporation to be drug-alcohol-and tobacco-free.

### **SECTION I    PURPOSES OF THE PROGRAM**

- A. All Mill Creek Community School Corporation students in grades 6-12 may participate in the random drug, tobacco and alcohol testing program. In addition, students who park vehicles at school or drive on school property, those who plan to be involved in any extra-curricular/co-curricular activities, and those involved in clubs or other student groups recognized by the school administration must sign (along with parents/guardians) a drug-testing consent form to be eligible to participate in these activities.
- B. It is a privilege for students who meet both the scholastic and physical conditions of eligibility to participate in any of these activities. All of these activities require that students be at their best and chemical-free in order to provide a safe environment for themselves and other students who potentially could be affected.
- C. Mill Creek Community School administrators have designed this program to:
  1. Direct students away from substance abuse.

2. Protect students who park their vehicles at school or drive on school property, and those who participate in any extra-curricular/co-curricular activities.
  3. Educate participants and parents about the serious physical, mental, and emotional harm caused by substance abuse.
  4. Assist participants who might be tempted to use illegal substances.
  5. Prevent injury, illness, and harm as a result of substance abuse.
  6. Maintain extra-curricular/co-curricular program environment free of drug, tobacco, alcohol, and intoxicants
  7. Expose and educate participants about a procedure frequently and increasingly used in society.
- D. It is recognized that serious attention is being given to substance-abuse problems in private business and industry, government, school, and colleges throughout the country. Results of studies throughout the United States reveal an increasing substance-abuse problem, and indicate that more than education alone is necessary to encourage students to choose a lifestyle free of substance abuse. This policy is consistent with Mill Creek Community School Corporation rules and regulations concerning the use and abuse of drugs, alcohol, and intoxicants. The Mill Creek Community School Corporation has a strong commitment to the health, safety, and welfare of its students.

## **SECTION II RANDOM TESTING PROGRAM**

- A. A laboratory certified under the auspices of the National Instituted Drug Act (NIDA) and certified as a medical laboratory by the State Board of Health and the federal agency which governs medical laboratories under NIDA (later referred to as the testing administrator) will supervise the testing program, provide training, set up the testing environment, guarantee samples, and supervise the chain-of-custody. To maintain anonymity, a student's number, not a student's name, shall be used in conjunction with testing samples.
- B. Each student shall be provided with a consent form, a copy of which is attached. The consent form must be dated and signed by the student and by a custodial parent or guardian before such student shall be eligible to participate in the activities listed in section I-A. By signing the consent form, the student agrees to provide, at any time requested, a urine and/or breath sample to be tested for drugs, tobacco and alcohol. Those students who are drivers only will not be tested for nicotine. Any student who is placed in the testing pool will remain in the pool until he/she notifies the principal in writing that he/she wishes to withdraw. The Mill Creek Community School Corporation administration, in conjunction with the testing agency shall use a procedure to ensure the privacy rights of individual students will be protected.
- C. Any student who will be involved in any activity outlined in section I-A must sign a consent-to-test form within ten (10) days of the first day of school. New students will have ten (10) days after enrolling to sign the consent form. Failure to sign and return the consent-to-test form shall result in non-participation for the remaining school year.
- D. Participants, with the support of their parents, will be encouraged to choose a drug free lifestyle. Each prospective participant shall receive a brochure explaining the policy/program. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem. Each sponsor/coach/director will reinforce this program, and the harmful consequences of drug, tobacco, and alcohol use to all participating students.

## **SECTION III TEST RESULTS**

- A. This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for preventing him/her from participation in the activities listed in section I-A.
- B. The school administration or student assistance coordinator will be notified in the event of a positive test. The administration representative will notify the student and his/her parent/guardian by certified letter within a week of receiving notification of the positive result.

## **SECTION IV Consequences**

**FIRST POSITIVE:** If a student tests positive or violates the policy prohibiting the use of any drug, alcohol, or tobacco product, a parent/guardian of the student will be notified by certified letter and his/her parents will be requested to meet, and the student will be suspended immediately from all activities listed in section I-A including practices, events, rehearsals, or conditioning. If requested, drug counseling information will be provided.



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In order to regain eligibility, the student must submit a written request to enter the monthly drug-testing program outlined in section V. The request must be made within forty-two(42) calendar days of the first positive test and/or conclusive evidence discovered by the school corporation. If the request is not made within this forty-two (42) calendar-day period of time, action will be taken as if a second violation had occurred.

**SECOND POSITIVE:** If a second time the student tests positive or violates the policy prohibiting the use of any drug, alcohol, or tobacco product, a parent/guardian of the student will be notified by certified letter and his/her parents will be requested to meet, and the student will be suspended immediately from all activities listed in section I-A including practices, events, rehearsals, or conditioning for a period of 365 calendar days. Drug counseling information will be provided.

In order for a student to regain eligibility, he/she must provide evidence of successful completion of a valid drug/tobacco prevention program determined by the school administration. The student must also pay for and submit to a drug test given at school, and must test negative for all substances.

**THIRD POSITIVE:** If a student tests positive a third time, the student will permanently forfeit all activities listed in section I-A for the remainder of his/her school career. Drug counseling information will be provided.

### **General:**

1. Students who test positive will also be held accountable under the rules of the school handbook.
2. According to the IHSAA policy, if an athlete misses five (5) to ten (10) days of practice due to testing positive, the athlete will be required to practice at least four (4) days prior to further participation. If an athlete misses more than ten (10) consecutive days of practice, then a minimum of six (6) practice days will be required prior to participation.
3. A student's refusal to test or altering of the test sample will be considered a positive test result and penalties will be enforced according to the drug testing policy.

## **SECTION V MONTHLY DRUG TESTING PROGRAM**

1. Requests to enter the program must be submitted in writing by the parent or by the student if he/she is eighteen (18) years of age or older.
2. Students will be tested monthly for the next twelve months following program admittance.
3. The program will be completed at the student/parent's expense.
4. A drug test will be administered on the next random test date following the request.
  - a. If a student's 1st positive test was for nicotine only, all further tests must show a consistent reduction of nicotine levels. A positive test for any other substance or an increase in nicotine level would be considered a second violation.
  - b. If a student's 1st positive test was for nicotine and any other substance, all further tests must be negative for all substances, and show a consistent reduction of nicotine levels. A positive test for any other substance or an increase in nicotine level would be considered a second violation.
  - c. If a student's 1st positive test was for any substance other than nicotine, all further tests must be negative of all substances. A positive test for any substance, including nicotine, would be considered a second violation.
5. Upon receipt of a negative drug test and/or testing at lower nicotine levels, the student will resume activities (practices, rehearsals, meetings).
6. Eligibility to participate in events (games, performances) will not be regained until after school handbook suspensions are served.

## **SECTION VI APPEAL**

- A. The student or his/her custodial parents/guardians may appeal the test results by requesting that the remaining portion of the sample be tested again by the laboratory or another accredited laboratory at a cost to the student or his/her custodial parents/guardians. If such a request is made to have another accredited laboratory test the sample, the laboratory used by the school will forward the chemical specimen directly to the new laboratory, which must be NIDA approved. If the result from the re-testing is negative, the student's record will reflect that result, and the suspension imposed will be revoked.
- B. Within seventy-two (72) hours of being informed of a positive test result, the student may present evidence to the testing administrator that the positive test result was caused by the legitimate use of a prescription or

non-prescription drug or an activity other than illegal drug or alcohol use. The test administrator shall determine whether such reasons would reasonably explain the positive test result. If the test administrator determines the results to have been caused by a legitimate activity, then the test results will be disregarded and any record of the positive result shall be dropped.

The Board of School Trustees authorizes the superintendent to develop guidelines to implement this policy.

Adopted: 6-9-99

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Reviewed/Revised: 5-02 Adopted: 6-12-02

Reviewed/Revised: 4-06 Adopted: 5-10-06

## **MILL CREEK COMMUNITY SCHOOL CORPORATION ADMINISTRATIVE PROCEDURES FOR DRUG TESTING**

### **Section I**

- A. The selection of secondary students to be tested periodically will be done by the testing laboratory. Each student will be assigned a number that will be placed in the drawing. Numbers will be drawn randomly by the laboratory from two pools of those agreeing to be tested. One pool will consist of high school students; one pool will consist of junior high students. Selections will be made from time to time throughout the school year. Testing may occur on any day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year.
- B. No student 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.
- C. Upon being selected for a urinalysis test and/or breath test under this policy, either by random draw, request of a parent/guardian (at parent/guardian's expense), or a "follow-up" test, a student will be required to provide a sample of "fresh" urine and /or a breath test according to the quality control standards and policy of the laboratory conducting the urinalysis and/or breath test.
- D. The randomly selected students will be requested to come to the nurse's office through the normal method of a student pass and will be accompanied by two of the following: principal, athletic director, or school nurse. The student should bring all books, coats, jackets, and other materials with him/her to the test site and shall not be allowed to go to his/her locker before going to the testing area. The School Administrator or Student Assistance Coordinator will not call all the students drawn for the pool to the testing site simultaneously. Testing four to five students at a time allows the testing to be carried out quickly and will not cause students to wait a long time, so that important learning or activity time is not lost. The students will sign in and, as soon as called by the representative of the testing laboratory, provide a urine specimen and/or a breath test.
- E. Any student who is placed in the testing pool will remain in the pool until he/she notifies the principal in writing that he/she wishes to withdraw. A "Withdrawal of Consent Form" must be signed by the student and custodial parents/guardians before the student's name is removed from the pool. Once the form is signed and the name is removed, all corresponding privileges will no longer be available to the student for 365 days. After the 365 days has elapsed, he/she may reenter the testing pool with a properly signed "Consent Form".
- F. **CONFIDENTIALITY:** The testing results shall remain confidential. The results of a positive test of any student participant may be disclosed only to the School, Administrative or Student Assistance Coordinator. The principal will notify the student and his/her parents.
- G. If it is proven that tampering or cheating has occurred during the collection the student will become ineligible for all the above listed activities and programs for one full calendar year. This will be reported to the parent/guardian. Urine specimens that are found to be diluted will be judged invalid and the student will be re-tested as soon as possible.
- H. The school nurse will work in conjunction with school administration to verify student identification with random number selection and also drug testing results.

### **Section II Urine Test Procedures**

- A. The urine specimen will be given on site. All students will remain under school supervision. If unable to

produce a urine specimen the student will be given 8 ounces of fluid. If still unable to produce a urine specimen before the end of the school day, the student will be taken to the principal's office and told he/she is no longer eligible for any of the programs and activities listed in Sec.1-A. In addition, the parents/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. If the tested student produces a doctor's statement stating they have medical reason for not producing the urine specimen, the student will be tested at a later date. The process must be appealed within 72 hours of the original testing time.

- B. Before the student's urine is tested by the laboratory the student shall agree to complete, sign and date a Chain of Custody Form. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication, and may provide proof of the prescription in effect. The student shall sign in and, as soon as called by the representative of the collection laboratory, provide a urine specimen.
- C. For the purposes of urine testing, the following additional procedures shall be followed:
  - 1. The representative of the testing laboratory will give each student being tested a specimen bottle. At that time the student will sign a verification form indicating the bottle is untainted. The bottle will remain in the student's possession until a seal is placed upon the bottle by the representative. The student and representative will sign that the specimen has been sealed. The seal may be broken or opened only by the laboratory testing the specimen.
  - 2. If the seal is tampered with or broken after leaving the student's possession and prior to arriving at the laboratory, the specimen is invalid. The student will be tested again as soon as possible. The student will remain eligible until further testing.
  - 3. Students will be instructed to remove all coats and wash their hands in the presence of the laboratory representatives prior to entering the rest room. The door will be closed so the student is by himself/herself in the restroom to provide the urine specimen. The representative will wait outside the restroom. The commode will contain a dye so the water cannot be used to dilute the sample. The faucets in the restroom will be shut off.
  - 4. After the specimen bottle has been sealed, the specimen will be transported to the testing laboratory by lab personnel. Each specimen will be tested for alcohol, nicotine, and "panel 9 drugs" (which may include all drugs listed as controlled substances under the laws of the State of Indiana). "Performance enhancing" drugs such as steroids may also be tested for.
  - 5. In order to maintain confidentiality, the container with the urine specimen to be tested will not indicate the name of the student. Instead, the student's random identification number will appear on the sample and the student will initial the container. Also, the results for the urinalysis will be reported to the principal with no name attached, only the students' random identification number will appear on the results sheet.
- D. 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(s) must time and sign the pass.

### **Section III Breathalyzer Test Procedures**

**For the purposes of breath testing, the following procedures shall apply:**

- A. Student identification and paperwork will be completed.
- B. The student may wish to specifically identify any over-the-counter drug or prescription medication he/she is currently taking. The collector will document this data on the chain of custody form.
- C. The student will remove all unnecessary outer garments such as a coat or jacket. Purses or student bags will remain outside the collection facility.
- D. The student will wash hands with water only.
- E. The testing agency arranges for specimen pickup.
- F. The collector will instruct the student on the operation of the breathalyzer.
- G. A representative from the testing laboratory will ask the student to provide a breath sample using breath analyzer.
- H. The collector will document the results of the breath test.