

**WILBUR WRIGHT MIDDLE SCHOOL
HANDBOOK REPLY FORM
2018-2019**

Please complete the form below and return it to the main office as soon as possible.

The failure of a parent, legal guardian or student to sign the form has no effect upon the enforcement of the disciplinary policies.

We have received the 2018-2019 Wilbur Wright Middle School Handbook and have reviewed the disciplinary policies and extracurricular pledge for Wilbur Wright Middle School.

Student's Name (*Please Print*): _____

Student's Grade Level: _____

Student's Signature: _____

Parent/Legal Guardian Name (*Please Print*): _____

Parent/Legal Guardian's Signature: _____

Date: _____



WILBUR WRIGHT MIDDLE SCHOOL

2018-2019 Student Handbook



Home of the Mustangs

**Wilbur Wright Middle School
8650 Columbia Ave.
Munster, Indiana 46321
Phone No: 219-836-6260
Fax No: 219-836-0501**

Wilbur Wright Middle School Bell Schedules

Monday, Tuesday, Wednesday, Friday 48 Minute Periods		Thursday Late Start Day 44 Minute Periods	
7:39	Entrance Bell	7:30-8:14	Faculty Meeting *Teachers are not available to meet with students on Thursdays
7:45-7:50	Mustang Announcements (With 1 st Period Teacher)	8:20-8:25	Mustang Announcements (With 1 st Period Teacher)
7:50-8:38	Period 1	8:25-9:09	Period 1
8:43-9:31	Period 2	9:14-9:58	Period 2
9:36-10:24	Period 3	10:03-10:47	Period 3
6th Grade			
10:24-10:54	Lunch – 6 th Grade	10:47-11:17	Lunch – 6 th Grade
10:59-11:47	Period 4 – 6 th Grade	11:22-12:06	Period 4 – 6 th Grade
11:52-12:40	Period 5 – 6 th Grade	12:11-12:55	Period 5 – 6 th Grade
7th Grade			
10:29-11:17	Period 4 – 7 th Grade	10:52-11:36	Period 4 – 7 th Grade
11:17-11:47	Lunch – 7 th Grade	11:36-12:06	Lunch – 7 th Grade
11:52-12:40	Period 5 – 7 th Grade	12:11-12:55	Period 5 – 7 th Grade
8th Grade			
10:29-11:17	Period 4 – 8 th Grade	10:52-11:36	Period 4 – 8 th Grade
11:22-12:10	Period 5 – 8 th Grade	11:41-12:25	Period 5 – 8 th Grade
12:10-12:40	Lunch – 8 th Grade	12:25-12:55	Lunch – 8 th Grade
12:45-1:33	Period 6	1:00-1:44	Period 6
1:38-2:26	Period 7	1:49-2:33	Period 7
2:31-2:55 (24 minutes)	Mustang Resource Time (MRT) with 7 th Period Teacher	2:38-2:55 (17 minutes)	Mustang Resource Time (MRT) with 7 th Period Teacher

SCHOOL TOWN OF MUNSTER PURPOSE STATEMENT

Our mission is to help students demonstrate academic growth and social responsibility in a supportive and intellectually challenging learning environment.

VISION

School Town of Munster – A District of National Distinction

School Town of Munster has adopted the Indiana Coalition of Quality Schools Values:

<p>Continuous Improvement: As good as we are, we know that we can always achieve better results. We constantly try to find better ways of doing our work, and when we achieve our goals, we set higher targets.</p>
<p>High Expectations: Our learning organization requires that we maintain high expectations for one another and for self.</p>
<p>Alignment: We are most successful when everyone in our learning organization works together to achieve common goals. We can enhance efficiency and effectiveness by achieving alignment across our system.</p>
<p>Shared Leadership: We work as a team. Each member provides essential leadership in support of our common goals.</p>
<p>Social Responsibility: We ensure that we are good partners within our community and that our students and employees support local individuals and organizations. We demonstrate wise stewardship of public resources and ensure that our graduates are ready to shoulder their civic responsibilities.</p>
<p>Evidence-Based Decision Making: We make decisions after careful consideration of the most compelling research and data analysis.</p>
<p>Accountability: Each person affiliated with the STM system, including students, employees, parents/family members, and community stakeholders share accountability for our performance results and for providing personal best effort in support of our goals.</p>
<p>Results Focus: We have processes in place to ‘inspect what we expect’ as we strive to continually improve.</p>

STUDENT NETWORK AND INTERNET ACCEPTABLE USE POLICY

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

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

- A. Students are responsible for their behavior and communication on the Internet.
- B. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- C. Students may not use the Internet to engage in "hacking" or other unlawful activities.
- D. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- E. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- F. Students are expected to abide by the following generally-accepted rules of network etiquette:
 - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Corporation's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 - 2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
 - 3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 - 4. Never agree to get together with someone you "meet" on-line without prior parent approval.
 - 5. Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- G. Use of Internet to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or stimulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Corporation's computers/network (e.g., viruses) are also prohibited.
- H. Malicious use of the Corporation's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Corporation's computers/network in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited resources.

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

ANTI-HAZING POLICY AND GUIDELINES

Purpose

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

General Statement of Policy

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

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

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

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

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

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

Definitions

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

- A. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- B. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- C. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- D. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- E. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

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

Reporting Procedures

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

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

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

Assistant Superintendent
8616 Columbia Ave.
Munster, IN 46321

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

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

School District Action

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

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

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

Formal Complaint Procedure

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Confidentiality

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

During the course of a formal investigation, the Complaint Coordinator or his/her designee will instruct all members of the School Corporation Community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a hazing investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

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

Reprisal

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

Dissemination of Policy

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

EMERGENCY PROCEDURES

SCHOOL CANCELLATION

In case of **severe weather, mechanical breakdown, or other emergencies** which may cause the closing of school, an official announcement will be made over Radio Station WJOB (1230 AM), Z107 (107.1 FM), Radio FM (105.5 FM) and WAKE (1500 AM). ***In addition, the announcement will be posted on our school corporation web page, <http://www.munster.k12.in.us>, and will be announced on each school's telephone system.***

If an instructional day is canceled, January 21 and February 18 will be used for student make-up days. If these two days are not needed, there will be no school. If additional make-up days are needed, the next five workdays following the original last instructional student day will be used for additional student make-up days.

FIRE

The fire alarm is a loud, continuous sound. Additionally, lights will be flashing throughout the building. Teachers will explain which exit students should use. Students should walk quickly and quietly to the area designated by the teacher. These directions are posted in each room. Class groups **MUST** remain quiet and stay together so the teacher can take attendance. Any students not in a classroom at the time of a fire drill should exit through the nearest door. Students who violate fire drill regulations will be disciplined.

TORNADO

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

LOCK DOWN

A Lock Down will be announced when movement inside the building needs to be limited due to a medical emergency or behavior situation. It may also be used if there is a disturbance outside the building. Teachers will explain Lock Down procedures to students. Students in the hallway or restroom must proceed immediately to the nearest classroom or office. No guests will be allowed inside the building until the Lock Down ends.

CODE RED

A Code Red will be announced in certain emergency situations. Teachers will explain Code Red procedures to students. Students must carefully follow all Code Red Procedures. Students in the hallway or restroom must proceed immediately to the nearest classroom or office. Cell phones should not be used in this emergency situation.

EARTHQUAKE

The procedures for an earthquake have been planned in order that the building may be secured rapidly and in an orderly fashion. Teachers will explain Earthquake procedures to students. Students in the hallways, restrooms, or gymnasiums must proceed immediately to the nearest classroom or office.

Students should follow the "Drop, Cover, and Hold On" procedure. All students should remain under the desks until the all clear has been given.

This handbook provides key provisions of board policy. The board policy manual should be consulted for the full text of a particular policy. If the provisions of the handbook contradict board policy, the board policy prevails.

WILBUR WRIGHT ATTENDANCE POLICIES AND PROCEDURES

Indiana state law requires all public school districts to maintain a 95% attendance rate. Regular attendance is essential for a student to be successful in school. Absence from school is one of the chief causes of poor performance and low achievement. The learning process is progressive—each day’s lesson builds on the class activities of the previous days. If a child is absent, that experience can never be completely made up. Students who read the material and do the absentee work can never fully compensate for the instruction, hands-on activities, and discussion that they missed in class. Responsibility is a learned behavior, and regular school attendance encourages the development of other patterns of conscientious behavior. The student and his/her parents are responsible for making every possible effort to ensure that the student is in school every day and on time for all classes.

The School Town of Munster understands, however, that sometimes it becomes necessary for a student to be absent. If a student is absent, the administration, under state law, reserves the right to determine whether absences from school are justifiable.

ABSENCE CLASSIFICATION

When a student must be absent for a full day or at any point during the day, whether he/she arrives late or leaves early, the student MUST be called off by his/her parent. If the absence can be confirmed by a professional or some other type of documentation, the student must submit the document to the main office within 5 school days so that the absence can be labeled properly. The School Town of Munster classifies absences as verified, excused, and unexcused.

Verified:

- Personal illness verified by a note from a physician
- Required court attendance
- Death in the immediate family or of a relative
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)
- Professional appointments verified by a note from the doctor, dentist, orthodontist, etc.
- Observance of a religious holiday (*In order for observance of religious holiday to be excused, parents or guardians must provide the school with a written excuse explaining the observance of a religious holiday. The absence must take place on the actual date of the holiday. Students will not be excused for religious services held during the school day if such services are held at other times of the day. Absentee work must still be made up.*)

Excused:

- Personal illness confirmed by a phone call from a parent/guardian
- Prearranged absences including vacations

Unexcused:

- Truancy

Students are allowed only 7 days of excused/unexcused absences in a semester. After 7 days of excused/unexcused absences, all other absences are considered unexcused. Hardship cases will be considered for exception by an administrator on an individual basis.

If students bring in proper documentation for the absence by a medical doctor, mortuary, or court official, the absence will be classified as verified absence and will not be counted toward the 7 days of excused absence. Such statement should be presented to the main office secretary within 5 school days of returning to school.

When a student accumulates 7 days of excused/unexcused absences, a letter will be sent home with the child. If the child accumulates 2 additional unverified absences, the parent/guardian may be asked to attend a conference to discuss the issue. If the child accumulates 10 or more absences that are not verified, the school may be required to turn the matter over to an intake officer of the juvenile court or the department of child services. (IC 20-33-2-25).

Indiana Code 20-33-2-11 provides that any person, while of the ages of 13 and 14, who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18, or the student's attendance record has improved as determined by the school board upon review of the student's record.

ATTENDANCE CODES

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

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

ABSENCE PROCEDURE

When a student is going to be absent, the PARENT should notify the main office by 9:00 A.M. on each day of the absence. If the parent explains on the student's first day of absence that the student will be gone for an extended time (hospital stay, long illness, etc.), then the parent need not call back every day.

If the student is returning to school from a verified absence, they must bring documentation verifying the absence excuse to the main office within 5 school days from the day they return. If the documentation is a note from a professional, it should contain the student's name, date(s) of absence, reason for absence, and a signature and be on the office stationary.

For an early dismissal, the parent will send a note stating the time and reason for the early dismissal. Students must take this note to the main office as soon as they arrive at school and will get an early dismissal slip upon submitting the note to the secretary. Students should show the teacher this slip upon entering the class he/she will be leaving early. A parent or guardian is required to sign a student out of school. If the student returns to school that day, he/she will report to the office before going to class.

VACATIONS

Family vacations are important to build strong family ties. However, taking vacations during the school year hinders a child's learning and affects the school's attendance rate with the Indiana Department of Education. Please schedule vacations during times other than when school is in session. Parents who take a child out of school for a vacation must assume responsibility for any unsatisfactory work or difficulty in school caused by the absence. If parents do decide to schedule a vacation during the school year, a prearranged absence form must be filled out and the principal may request a meeting. Teachers may or may not be able to provide missed work in advance. Students are responsible for getting any assignments they can from their teachers prior to the vacation. All work must be completed and turned in the day they return, and any exams they missed will be made up as soon as possible and at the teacher's discretion. Student vacations lasting more than five school days are subject to the student being withdrawn and reenrolled upon return.

MAKE-UP WORK

Make up work is a student's responsibility. In most cases assignments given out prior to the absence will be due on the original due date. Students who are absent will need to check Moodle to receive updated information on class work or talk to their teacher upon their return. When a student returns to school, he/she will make up the work within the same number of days as the absence. For example, if a student is absent two days, he/she has two days in which to make up the material. Time extensions are at each teacher's discretion.

If a student is suspended from school, he/she will be allowed to make up the class work for credit. If a test is given during a suspension, students will take the test the day of return to school or shortly thereafter at the teacher's discretion.

TARDINESS

A tardy at Wilbur Wright Middle School resembles the following:

A student **and** his/her belongings are **not** in the classroom when the bell rings.

A student has dropped off his/her belongings in the classroom but has left the room **without** teacher permission. The student does not return to the classroom before the bell rings.

If a student is tardy to school in the morning (5 minutes or less), he/she must report to the main office for a tardy admit slip before going to class. A student is considered truant if they arrive more than 5 minutes after the bell for any class (including first period).

Listed below are the consequences for tardiness to a class during a **semester**:

- 1st offense: Warning
- 2nd offense: Warning
- 3rd offense: Warning
- 4th offense: After School Detention
- 5th offense: Friday Detention
- 6th offense: Saturday Detention
- 7th offense: In-School Suspension
- 8th offense: In-School Suspension
- 9th offense: Out of School Suspension

TRUANCY

Truancy is an unauthorized/unexcused absence. A student is truant if he/she does not come to school and a parent does not confirm the absence. The student's attendance will be coded as unexcused and the student will be subject to disciplinary consequences. A student is also considered truant if he/she leaves school without permission, comes to school but does not attend a class or classes (including study hall, ISS, or lunch), obtains permission to go to a certain place but does not report there, is more than 5 minutes late to a class, or fails to remain at an assigned location.

GENERAL INFORMATION

ABUSE OF A PASS/FAILURE TO REPORT

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

ACADEMIC DISHONESTY/PLAGIARISM

Cheating, plagiarism, or academic dishonesty of any kind with respect to any assigned work, paper, or examination may be grounds for suspension.

Assessments

Academic dishonesty includes, but is not limited to, wrongfully giving or receiving help during an academic exam, talking during a test, wrongfully obtaining a copy of test or scoring devices, copying another student's answers during the test, providing another student with

answers to or copies of test questions, informing others of a test's content, having another person impersonate a student or impersonating another student for academic assistant, duplicating any portion of another project or test, having someone else complete any portion of one's, project or test, and using or having available notes, electronic devices, or other unpermitted materials during a "closed book" tests. Students who cheat on an assessment will receive a zero for the activity. They will not be allowed to make up the test and may be subject to disciplinary consequences.

Homework/Plagiarism

Academic dishonesty in regards to homework includes, but is not limited to, copying another student's assignment, allowing another student to copy one's assignment, and possession of another student's assignment. Plagiarism refers to intentionally copying from another student, or enabling someone else to do so; or using someone else's (classmate or published author) words without using quotation marks. Examples of plagiarism include, using a paper that was previously turned in by someone else for a similar assignment, using a paper turned in by another student for a similar assignment, cutting and pasting passages or portions of papers from those off the internet or previously used papers without proper citation, and copying a passage someone else's ideas, opinion, or theory without giving proper citations. Students who plagiarize, cheat, or allow someone else to cheat using their assignment will receive a zero for that activity. They will not be allowed to make up the assignment and may be subject to disciplinary consequences.

AGENDA

1. Students must have either a school agenda or a pass when they are in the halls.
2. Students must take the school agenda to all classes. Replacements for lost school agendas can be purchased in the Guidance Office.
3. Students will use the school agenda to record assignments daily.

ARRIVAL/DISMISSAL

The doors to the school open at 7:10 a.m. on Monday, Tuesday, Wednesday, and Friday; the school doors will open at 7:30 on Thursday. Students should enter the building through the front doors, cafeteria doors, or North Entrance Door D and report to the cafeteria. Visiting classrooms or stopping at lockers is not permitted. At dismissal, all students who walk or get picked up must exit through the front doors or Doors B, C, or D. Bus riders must exit through the cafeteria doors or Door H. If students are not involved in an after-school activity, they must be picked up by 3:15 p.m. All students involved in extracurricular activities that are waiting for an event or bus are not permitted to wait in the school building past 3:15 pm. All students must leave school grounds or be enrolled in after school care. Parents will be responsible for all fees. If an issue occurs and a parent cannot be at school by 3:15 p.m., the parent must call the school office. Students must report to the Main Entrance of the school when waiting to be picked up and should be picked up immediately after an extracurricular activity or detention. Failure to follow these policies will result in disciplinary consequences. After school care is available for a fee.

ASSESSMENTS

To measure student progress, students will be tested in accordance with State standards and Corporation policy. Unless exempted, each student will be expected to pass the state of Indiana standardized assessment. Make-up dates are scheduled, but unnecessary absences should be avoided. Addition group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff. College entrance testing information can be obtained from the Guidance office. Depending on the type of testing, specific information, and/or parent consent may need to be obtained. The school will not violate the rights of consent and privacy of a student participating in any form of evaluation.

BICYCLES

Bicycles should be locked while they are in the rack. The school is not responsible for theft or damage to bicycles. Students

may register their bicycles in the main office. Students may not ride motorized vehicles on school grounds.

BOOKBAGS

Students are allowed to bring their school-approved book bags to their classes (with the exception of P.E.). Students should never leave their book bags unattended.

BULLYING/HARASSMENT

It is the policy of the School Town of Munster to maintain a learning and working environment that is free from harassment based on age, race, color, national origin, sex (including transgender status, sexual orientation and gender identity), religion disability, military status, ancestry, or genetic information. Students who harass and/or bully other students, with the intent to harass, ridicule, humiliate, or harm the other student or staff may be subject to suspension and/or expulsion.

(a) Bullying is prohibited by schools within the School Town of Munster. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.

(b) Definition: "Bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

- 1) places the targeted student in reasonable fear of harm to his or her person or property;
- 2) has a substantially detrimental effect on the targeted student's physical or mental health;
- 3) has the effect of substantially interfering with the targeted student's academic performance; or
- 4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying does not include, and should not be interpreted to impose any burden or sanction on, the following:

- participating in a religious event;
- acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- participating in an activity consisting of the exercise of a student's freedom of speech rights;
- participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
- participating in an activity undertaken at the prior written direction of the student's parent; or
- engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

(c) Applicability: The School Town of Munster prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the school district and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. Wilbur Wright Middle School prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

(d) Education: Wilbur Wright Middle School will provide training and/or instruction on anti-bullying prevention and policy to all students in grades 9 through 12, as well as staff, in accordance with Indiana law.

(e) Reporting: Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to immediately report the situation to an appropriate staff member such as a teacher, school counselor, or administrator (including the school district lead administrator). All staff, volunteers, and contracted service providers who observe or receive a report of suspected bullying shall notify a designated school administrator in charge of receiving reports of suspected bullying within the same day. If a staff member does not know who to make a report to, he or she should report directly to the building principal or school district lead administrator. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when a staff member believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. The School Town of Munster will act appropriately to discipline staff members, volunteers, or contracted service providers who receive a report of bullying and fail to initiate or conduct an investigation of a bullying incident and for persons who falsely report an incident of bullying. The school district will act appropriately to discipline students, staff members, visitors, or volunteers who make false reports of bullying.

(f) Investigation: Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including, but not limited to: witness interviews, request for written witness statements, record identification and review, and an assessment of whether bullying occurred. The investigation will be initiated within one (2) school day of the report to the designated school administrator and will ordinarily be completed within ten (15) school days.

(g) Intervention/Responses: If a report of suspected bullying is substantiated through an investigation, then the school district shall take appropriate intervention and responses as consistent with policy and procedure. Wilbur Wright Middle School will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to suspension and expulsion. Also, if the acts of bullying rise to the level of serious criminal offense the matter may be referred to law enforcement. Wilbur Wright Middle School shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

(h) Parental Involvement: Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parent notifications will occur in an expedited manner within two (2) school days after the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and school district policy.

(i) Reporting to IDOE: Each school within the school district will record and report to the district lead administrator or his or her designee the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying, and electronic/written communication bullying (or a combination or two or more of the above categories). The

corporation lead administrator or his or her designee shall report the number of bullying incidents by category for each school and the entire corporation for each school term to the Indiana Department of Education by July 1.

IC 5-2-10.1-12, IC 20-20-8-8, IC 20-26-5-34.2, IC 20-30-5-5.5, IC 20-33-8-0.2, IC 20-33-8-13.5, IC 20-34-6-1

BUSES

Riding a bus to school is a privilege. Failure to follow school rules may result in disciplinary actions and/or loss of bus privileges. Students must have a bus pass in order to ride the bus. All school rules apply as well as special safety rules. Students are not to stand or move from seat to seat. Students are to enter and leave the bus only when it comes to a complete stop and must obey all instructions of the bus driver. Also, students are not allowed to bring guests home on their bus, even if the guest is registered for bus service. A student may bring a musical instrument onto the bus as long as the instrument will fit on the student's lap. Instruments should not be placed on the floor or on the seat.

CAFETERIA

During the lunch period students must remain in the cafeteria unless given permission to go elsewhere. Food cannot be taken out of the cafeteria. Students are responsible for maintaining a clean area. They should return lunch trays to the proper area and place disposable items in provided trash containers. Students may not enter instruction areas until the bell rings. Students are required to remain in a seat unless given permission to buy food, return a tray, throw away garbage, use the restroom, or to participate in recess. Student behavior in the cafeteria is based on courtesy and cleanliness. Students are expected to show respect to all cafeteria, custodial, and school staff. Students not following these expectations will be subject to disciplinary action.

Parents may NOT drop off fast food items for student consumption. Students are not allowed to order food to be delivered to school at lunch time. Students cannot bring large quantities of food to share with others. WWMS is a closed campus; students are not permitted to have visitors in the lunch room nor are they permitted to leave during their lunch hour.

Three main event lines offer the main entrees listed on the menu. A soup and sandwich bar and a specialty bar are available daily. Students may bring lunch from home. Ala carte items such as milk, juice, bottled water, ice cream, yogurt, cheese sticks and cookies may also be purchased. Three week cycle menus are set each semester and are posted on the School Town's webpage NUTRITION & FOOD SERVICE tab www.munster.k12.in.us and are printed in the Glider Newsletter.

Prepaid Lunch Accounting System

- Students may pay cash daily in the lunch line or use their prepaid account for cafeteria purchases (hot lunch and ala carte items). Students are responsible for their lunch account balance.
- While purchasing lunch students may deposit money on their account. Parents may write checks payable to WWMS. No change will be returned from a lunch account deposit. Parents may create a secure online account where they can pay for lunch via a charge card. Visit: <https://www.myschoolbucks.com> for information. An internet convenience fee is charged for each transaction and is displayed separately when you process a transaction.
- All students receive an I.D. card issued from the school with their school picture. If students lose their I.D. card, they can receive one replacement card from the Main Office. Be responsible with your lunch card.
- All lunch charges must be repaid before the last day of school.

CARE OF PROPERTY

Students are encouraged not to bring items of value to school. Items such as expensive clothing, electronics, shoes, jewelry, etc. are tempting targets for theft. Wilbur Wright Middle School cannot be responsible for the safe keeping of items and will not be liable for loss or damage to such items.

Damage to or loss of school equipment and facilities is a waste of taxpayers' money and school funds, which inhibits the school program. Therefore, if a student does damage or lose school property, the student and his/her parent/guardian will be financially responsible for the replacement or damage. If the damage or loss was intentional, the student will also be subject to disciplinary action.

CHANGE OF ADDRESS

A parent/guardian should inform the Guidance Office immediately if his/her address or telephone number has been changed.

COURTESY

Students may expect courteous treatment and are expected to be courteous to fellow students, teachers, and other school personnel, and visitors. Students are not to use vulgarity or curse words in the middle school. Language must be civil and appropriate for a public setting. Students should expect mutual respect, civility, and orderly conduct. Volatile, hostile actions, and abusive language will not be tolerated.

DANCES

School dances are held for the enjoyment of our students. Dances take place on a Friday from 7 p.m. to 9 p.m. in the WWMS Cafeteria. Guests are not permitted. Students will not be allowed to enter the dance without their student ID. Once a student comes to the dance they will not be permitted to leave until the end unless a parent comes into the school to pick up their child. Students who are not in good academic or behavioral status may not be allowed to attend. All school rules apply.

DRESS

We believe in providing a learning environment that focuses on the education of each student. In order to prevent distractions that may prevent an optimal setting for learning, students must follow these guidelines:

- Garments should not be flimsy or transparent. Undergarments should not be displayed.
- Clothing that permits display of the midriff, navel, or bare shoulders are not permitted. This includes but is not limited to tank tops, halter tops, tube tops, and cutoff t-shirts. Shirts must have sleeves. No low-cut clothing is allowed. There should be no visible chest or cleavage.
- Garments that have pictures and/or writing that is vulgar, suggestive, indecent, or otherwise offensive are not permitted. This includes drugs, alcohol, or tobacco logos.
- Garments should not be excessively short. (Test: When standing up straight, with hands at the side, clothing should come to where the fingertips land).
- Garments should not be excessively tight.
- All pants must be worn at the waist.
- Apparel and/or jewelry that could be harmful or cause injury are unacceptable. Chains on clothing are not to be worn.
- Hats, bandanas, berets and sweatshirt hoods are not to be worn in the building. Bandanas may also not be worn as headbands.
- Pajamas are inappropriate for the educational setting and should not be worn to school.
- Excessively tattered or torn clothing is not permitted. Pants may not have rips above the knee that expose the skin.
- Coats, jackets and outdoor attire are to be placed in lockers at the beginning of the day. Coats are not to be worn during the school day.

Dress code guidelines are determined at the discretion of the Administration.

Dress Code Consequences are as follows:

1st offense: Warning-Change of clothes

2nd offense: Warning-Change of clothes

3rd offense: After School Detention-Change of clothes

4th offense: Friday Detention-Change of clothes

5th offense: Saturday Detention-Change of clothes

6th offense: In-School Suspension-Change of clothes

7th offense: Out-of-School Suspension

Subsequent offenses will lead to further disciplinary action.

Students who are found in violation of dress code are given alternative clothing to wear for the remainder of the school day. Students are expected to return the clothing to the main office no later than the next school day.

ELECTRONIC DEVICES

Students are encouraged to leave all electronic devices at home. By bringing these devices on school grounds students give the school administration consent to access voicemails, text messages, call logs, picture galleries, memory cards etc. to determine ownership (if lost) or when there is reason to believe they contain evidence of a school-rule or law violation.

All electronic devices of any type must be turned off and secured out of sight at the official start of the school day (7:39-MT,W,F and 8:14 THURS) which is considered when the Entrance Bell rings each day, and until the conclusion of the school day (2:55 p.m.). Failure to follow this policy will lead to devices being taken by the staff or the school administration, parents being notified and disciplinary action being taken. The school is not responsible for missing items.

Electronic devices (including but not limited to: portable radios, IPAD, IWATCH, electronic games, CD, MP3, IPOD, PSP or DVD players, tape decks, laser devices, beepers, etc.) of any type must be turned off and secured out of sight from entering the building until the conclusion of the school day. Students cannot wear headphones or ear buds on their neck or on top of their heads throughout the school day. Students are not allowed to access music, gaming, or other non-educational websites during the school day. Students who use their phones to contact a parent to pick them up instead of going to the Nurse will be considered an electronic device violation. If a student is in possession of another student's electronic device (with the owner's consent), the owner and the student in possession of the device will both receive an electronic device violation.

Consequences are as follows:

1st offense: Device is confiscated and student is issued a warning. Student may pick up phone from the office at the end of the day. (Per school year)

2nd offense: After School Detention. Parent must pick up phone from the office or student may pick up after seven days. (Per school year)

3rd offense: Friday Detention. Parent must pick up phone from the office or student may pick up after seven days. (Per school year)

4th offense: Saturday Detention. Parent must pick up phone from the office or student may pick up after seven days. (Per school year)

5th offense: In-School Detention Parent must pick up phone from the office or student may pick up after seven days. (Per school year)

Subsequent offenses will lead to further disciplinary action.

FIELDTRIPS

Students who are failing one or more classes may be prohibited from attending fieldtrips, special programs, or other school

activities.

GUESTS

Student guests are not permitted. Visitors are not allowed to shadow their children during the school day. Parents and all other adults must register in front of the main office and obtain a visitor's pass. Appointments should be made prior to coming to the school in order to ensure a mutually convenient meeting time. Impromptu meetings with the Administration, guidance counselors, or teachers cannot be guaranteed the same day.

GUIDANCE

Students are assigned to a counselor by the first letter of the student's last name. Students may talk with a counselor about problems, educational plans, and goals. In addition, the guidance department provides social work services which provide individual and group counseling. Students may get a pass from a member of the staff or fill out a request form in the Guidance Office. In the case of an emergency, a counselor will see a student immediately. The guidance department has a link on the school website with current information. You may contact the Guidance Office at 836-3230.

HALLWAY BEHAVIOR

Students should report directly to their next class periods. The five minute passing period given between each class is more than enough time for students to reach their destinations. Students are prohibited from loitering and running in the hallways.

HEALTH SERVICES

A registered nurse is in the Nurse's office daily. Her responsibilities include taking care of students who become injured or ill at school until the parents or guardian can be contacted. She also dispenses medication and assists in directed treatments as prescribed by physicians and parents/guardians. The nurse is not responsible for providing care for injuries that did not occur at school and should not be used in place of a physician.

A student must have a hall pass from his/her current classroom teacher to see the nurse. **A student may NOT call or text home on their cell phone if they are ill. They must go see the nurse to be evaluated.** In an emergency situation, the teacher is to immediately send a student to the nurse or call for wheelchair assistance. Whenever a student needs assistance he/she is to be sent with another student. The teacher will call and notify the nurse to await their arrival.

Administration of Medications: NO STUDENT IS PERMITTED TO HAVE ANY MEDICATION IN HIS/HER POSSESSION DURING THE SCHOOL DAY UNLESS AUTHORIZED IN WRITING BY HIS/HER PHYSICIAN. This ruling is for the safety of all students.

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

ALL MEDICATION NEEDS TO BE BROUGHT TO NURSE'S OFFICE IN THE ORIGINAL CONTAINER CLEARLY MARKED WITH THE NAME OF THE MEDICATION, AMOUNT, FREQUENCY, AND STUDENT'S NAME.

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

Physical Examinations: All incoming 6th grade students as well as new students in grades 7th and 8th are required to have a physical examination. Sports physicals are required yearly for students in the 7th and 8th grades planning to participate in poms, cheerleading, basketball, track, football, tennis, wrestling, cross country, golf, soccer, and fitness training. Students in the 6th grade will have the boxes at the bottom of the physical marked by his/her doctor clearing them for stated sports. These forms are to be dated after May 1st and need to be turned into the nurse by the first day of school.

Immunizations: No student shall be permitted to attend school for more than 20 days without providing proof from a physician that they have received the proper immunizations. The following immunizations are the minimum requirements set up by the State of Indiana for middle school students:

- 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT). 4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose.
- 4 doses of any combination of IPV or OPV by age 4-6, or 3 doses of all OPV or all IPV are acceptable if the 3rd dose was given on or after the 4th birthday.
- 3 doses of Hepatitis B vaccine.
- 2 doses of measles vaccine on or after 1st birthday.
- 2 doses of mumps vaccine on or after 1st birthday.
- 1 dose of rubella vaccine on or after 1st birthday.
- 2 doses of varicella (chicken pox) vaccine on or after 1st birthday or parent signed documentation of month/year of disease.
- 1 dose of tetanus-diphtheria-acellular pertussis (Tdap) on or after 10 years of age.
- 1 dose of meningococcal conjugate vaccine (MCV4)

Any parent/guardian who has religious or medical reasons not to immunize their child will need to submit their objection in writing to the school nurse. This will need to be updated yearly.

HOMEWORK/MAKE UP WORK

Homework is a necessary and important piece of the educational process. As a result, students can expect to have homework on a daily basis. Homework helps develop responsibility, enforce classroom skills and concepts, and helps establish a foundation for learning. The teacher, student, and parents all play an integral part in homework completion.

Teacher's Role – Teachers are responsible to be deliberate in assigning appropriate homework and preparing the students for those assignments. The following guidelines are suggested to assist teachers in planning proper homework assignments.

1. Homework assignments should be clear and specific.
2. Homework should be assigned to enhance, reinforce, or extend instruction from the classroom.
3. Homework should be reviewed, results shared, and recorded as necessary in a timely manner.
4. Homework should not be construed as punishment or assigned for disciplinary reasons.
5. Care should be taken to avoid overburdening a student with excessive daily homework assignments.

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

1. The student should clarify with the teacher before leaving class any questions pertaining to the instructions – procedures and due date.
2. Students should use the student handbook to record homework assignments on a daily basis.
3. Students are responsible to take home all necessary materials to complete homework assignments, check to make sure work is completed, and return all completed work to be turned in.
4. The students should take advantage of extra help time offered by the teacher, such as contact time, study hall, or before or after school help.
5. The student should follow the policies of each teacher regarding late assignments, and assignments missed while absent.

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

1. Check the student's agenda to ensure homework completion as needed.
2. Monitor PowerParent and Moodle to check on the student's grades, homework assignments, and completion.
3. Provide a distraction free, well lit, and supervised area to complete homework.
4. Establish regular homework times and routines.
5. Assist the student as necessary while remembering that it is the student's responsibility to complete homework
6. Encourage the student to seek help from the teacher as needed.

When absent, students and parents should access the Wilbur Wright Moodle webpage to find out about missing work. A link to Moodle is posted on the school's webpage.

Homework sent home should be returned completed the day the student returns to school unless the teachers give an extension. Students are responsible for make-up work. Exams and quizzes will be made up as soon as possible and at the teacher's discretion.

LAPTOPS

Physically damaging technological equipment, tampering with essential command files, creating computer viruses, inappropriately using the Internet, eMail, Voice Mail and other behaviors that constitute attempts to destroy, abuse, distort, or misuse technological equipment will result in disciplinary action. Filming or audio recording of staff members or students without explicit permission is subject to discipline. Filming or audio recording of staff members or students without explicit permission is subject to discipline. Students who engage in repeated misuse of technological equipment may face suspension and/or recommendation for expulsion. Students who repeatedly misuse technological equipment, including laptops, will be issued fines and could be referred to local police authorities. For additional clarification refer to the district's 1:1 Laptop Agreement and Acceptable Use Policy.

LOCKERS

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

STUDENTS ARE REMINDED THAT "PRESETTING" THEIR LOCKER COMBINATION MAKES THE CONTENTS OF THEIR LOCKERS ACCESSIBLE TO ALL.

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

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

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

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

LOST AND FOUND

Lost articles are taken to the Main Office where they can be identified and claimed by their owners. The school does not assume responsibility for any lost items. Articles left in the lost and found after a period of time are donated to a charity organization.

MEDIA CENTER

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

POWER PARENT

Parents have internet access to important student information provided through Power Parent software. Parents can access grades, assignments, attendance, health records, and other school information. Parents will be assigned a user ID and password so they can login to the Parent Portal, which is located on the school website.

PEST CONTROL

The School Corporation is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. The procedures adhered to will be those defined in the School Town of Munster Board Policy 8432, (full text is available online at <http://www.neola.com/munster-in/>).

PHYSICAL EDUCATION

All students participating in P.E. class must wear a uniform. Uniforms can be purchased from the Bookkeeper who is located in the back of the Guidance Department. Students must provide their own one-piece bathing suit during swimming.

A student, who for medical reasons, cannot participate in P.E. must have a doctor's note or parent note stating the reason for the exclusion. A student may be excused for a maximum of 3 days per quarter. A doctor's note is required for injuries or illnesses lasting longer than 3 days. If a student cannot participate in PE, they will not be able to participate in any extra-curricular events that day.

A student may be required to do written work, assigned by the teacher, for days missed due to medical exclusions, excused absences from participating in class, or absences from school.

To ensure the safety of our students, it is a requirement that all jewelry be removed when participating in P.E. The only exception will be newly pierced stud earrings if they are completely covered with tape and medical alert jewelry.

PROGRESS REPORTS

Halfway through the nine week grading period parents will receive a reminder via School Messenger to check student progress for the quarter on PowerParent. Paper copies are available upon request through the Guidance Office if a parent does not have Internet access at home to check grades.

RETENTION

A student may be retained (per the Principal's discretion) if he/she receives a final grade of E in two or more of the following courses:

- Language Arts
- Mathematics
- Reading
- Science
- Social Studies

SALES

No student may advertise, sell, or profit from sales activities in the school. Students may not invite vendors into the school or distribute advertising within the school.

SCHEDULE CHANGES

On the first day of school, students must follow the schedule received during registration. If a student wishes to change a class, the student must complete a Guidance Appointment Request form located in the Guidance Office. If the request is appropriate, the counselor will schedule an appointment and the student will be notified. The student must acquire a parent signature on a Schedule Change Request Form for any change to required classes. Schedule change requests are handled on an individual basis, and a course can only be added if the change doesn't cause the overcrowding of classes. **Classes may be added/dropped only during the first five school days of the semester.** Schedule changes are not permitted to accommodate teacher or lunch requests. Students may not request to have a specific class at a particular time nor will teacher requests be granted.

SPECIAL EDUCATION

Westlake Special Education Programs are available for all students who are eligible for services. Services are available for all students who are experiencing difficulties in the school setting. Referrals may be made through the building principal, teacher, counselor, parent or student.

SUBSTITUTE TEACHERS

It is important that students treat substitute teachers with the same respect and courtesy as the regular classroom teacher. Students that do not treat substitute teachers with respect will be subject to the same disciplinary procedures as if it were a regular classroom teacher.

TELEPHONE

Except in the case of an actual emergency, students are not permitted to place telephone calls using the classroom telephones. Students needing to make telephone calls to parents for transportation or other school related issues should report to the Main Office.

UNAUTHORIZED ORGANIZATIONS/GANGS

Gangs, cults, secret societies, and other unauthorized organizations are harmful to the educational process and threaten the safety of students of the School Town of Munster. Any activity related to a gang or unauthorized organization is strictly prohibited. Related activities include, but are not limited to, verbal and nonverbal communication (gestures, handshakes, earrings, etc.); the wearing of symbols, emblems, colors, clothing or other adornment representing a gang or unauthorized organization; engaging in any activity intended to promote a gang or unauthorized organization including, but not limited to, distributing literature, drawing or displaying unauthorized symbols on any surface, or teaching others to "represent" or act like a member of a gang or unauthorized organization; and any effort to recruit for or further the interest of a gang or to intimidate any other student on behalf of a gang or unauthorized organization. Students who engage in such activity shall be suspended and may be recommended for expulsion and referred to the local police authorities.

The Corporation prohibits gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

Definitions

- A. "Criminal gang," as used in this policy, means a group with at least three (3) members that specifically:
1. either:
 - a) promotes, sponsors, 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 (I.C. 35-42-2-1).
- B. "Criminal gang activity," as used in this policy, means to:
1. actively participate in a criminal gang;
 2. knowingly or intentionally commit an act:
 - a. with the intent to benefit, promote, or further the interests of a criminal gang; or
 - b. for the purpose of increasing the person's own standing or position within a criminal gang;
 3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal gang or remain in a criminal gang;
 4. threaten another person because the other person:
 - a. refuses to join a criminal gang;
 - b. has withdrawn from a criminal gang; or
 - c. wishes to withdraw from a criminal gang when engaged in by a student who attends a Corporation school.

Procedures for Reporting and Investigating Suspected Criminal Gang Activity

All Corporation employees shall report any incidence of suspected criminal gang activity 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.

A Corporation employee who in good faith reports an incident of suspected criminal gang activity in compliance with the procedures of this is immune from any civil or criminal liability for damages arising from his/her actions.

The principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal gang activity and each report of reprisal or retaliation. The principal or designee shall initiate the investigation within two (2) instructional days of the report of the alleged incident. The principal may appoint additional staff and may request the assistance of law enforcement to assist in the investigation for the safety of the administration, Corporation staff, or students. The investigation shall be completed and written findings prepared by the principal or designee as soon as possible but no later than five (5) instructional days of completing the investigation.

Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal gang activity, criminal gang intimidation, or criminal gang recruitment on Corporation property, while riding on Corporation buses or buses used to transport Corporation students, and at school-sponsored events or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal gang activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in criminal gang activity may range from positive behavioral interventions up to and including suspension or expulsion. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings and the Superintendent's guidelines.

As appropriate, the principal may provide intervention and/or relevant support services and enlist parent cooperation and involvement or take other appropriate action. The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may 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 incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State laws and regulations. This information 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 upon completion of the investigation and issuance of written findings by the principal or designee.

The principal shall submit the report to the Superintendent within ten (10) instructional days of completing the investigation. The Superintendent shall report the results of each investigation to the Board on a regular basis during its scheduled Board meetings or work sessions.

The Superintendent is authorized to issue guidelines to define the range of ways in which Corporation staff and the principal or designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the Corporation's code of student conduct. The Board recognizes that some acts of criminal gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts while other acts may be so serious or involve individuals outside the school that they require a response by local law enforcement officials. Regardless of the response, local law enforcement will be notified of all alleged gang activity.

Annual Reporting of Investigations to the State

Each school principal or designee shall record the number of investigations of criminal gang activity disposed of internally and the number of cases referred to local law enforcement (disaggregated by race, ethnicity, age, and gender) and report this information to the Superintendent before the end of each school year.

The Superintendent shall submit a written report to the Indiana Department of Education, on forms developed by the Department, before June 2 of each year outlining the activities undertaken as part of the Corporation's compliance with I.C. 20-26-18. This report shall include the number of investigations of criminal gang activity disposed of internally and the number of cases referred to local law enforcement for the entire Corporation in the past year, disaggregated by race, ethnicity, age, and gender.

Criminal Gang Prevention and Intervention Services and Programs for Students that Maximize Community Participation and the Use of Federal Funding

The Superintendent may seek Federal funding to implement criminal gang prevention and intervention services and programs, including the following:

- A. Training for staff and teachers on criminal gang prevention and intervention resources on a periodic basis.
- B. Coordination of resources and funding opportunities to support gang prevention/intervention activities.
- C. Integration of available School Resource Officer Programs.

ACADEMICS

Students are expected to maintain passing grades in all subject areas. We urge parents to track their child's progress through Power Parent and to contact any teacher or guidance counselor if they have any questions or concerns.

GRADING SYSTEM

The letter grades A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, NG, and I are used for all students in all academic areas.

Standardized Grading Scale:

100 – 93%	A
92 – 90%	A-
89 - 87%	B+
86 – 83%	B
82 – 80%	B-
79 – 77%	C+
76 – 73%	C
72 – 70%	C-
69 - 67%	D+
66 - 63%	D
62 - 60%	D-
59% or below	F
No Grade	NG
Incomplete	I

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

FINAL GRADES

Final class grades for semester and year-long middle school classes are averaged by using grade points, not quarterly percentages. Points for quarterly grades are assigned as follows:

A	=	11 points
A-	=	10 points
B+	=	9 points
B	=	8 points
B-	=	7 points
C+	=	6 points
C	=	5 points
C-	=	4 points
D+	=	3 points
D	=	2 points
D-	=	1 point
F	=	0 points

HONOR ROLL

An Honor Roll will be determined at the end of each 9 week grading period.

Honor Roll Guidelines

- a. To be on the High Honor Roll, a student must earn all A's or A's and one (1) B.
- b. To be on the Honor Roll, a student must earn no grade lower than a B in all classes.
- c. If a student receives a U in conduct, he/she is not eligible for the Honor Roll.

HONORS PROGRAM

WWMS provides a differentiated program composed of several options for identified students. Options in grades 6-8 include honors classes in reading, language arts, math, and science. Honors Art is an option for qualified students in grades 7 and 8. Students must meet the requirements detailed in the School Town of Munster High Ability Identification Handbook for high ability exceptional learners.

The ongoing process for identification and selection of gifted/talented students utilizes broad-based, multi-dimensional, and bias-free procedures. Please consult the School Town of Munster High Ability Handbook (available on the district website) for additional information.

ADVANCED MATH PROGRAM

Identification-Incoming 6th Graders

Incoming 6th graders will be assessed for placement in the Advanced Math program utilizing a multifaceted assessment process that includes qualitative, as well as quantitative data. Utilizing NWEA, a standardized achievement test designed to assess student achievement in reading, math and science (in grade 5) as well as InView, an assessment of cognitive abilities that includes verbal reasoning, sequences, analogies and quantitative reasoning, students will be placed in advanced math based on performance scores on these assessment instruments.

InView provides a Quantitative Reasoning score and a Verbal score that is used to make placement decisions. We no longer will be using a Cognitive Skills Index (CSI) as this is the least reliable indicator of a student's intellectual ability. Students may qualify with a Quantitative Reasoning subscale score at the 80th percentile. Achievement scores on NWEA must also be at the 80th percentile or above. Students who meet these criteria are given the option for placement into Advanced Math.

Exiting the Program

Advanced Math students are required to maintain specific grades in order to demonstrate that the rigor, speed and intensity of instruction are creating an environment where the student is having success. Sixth grade advanced math students and pre-algebra seven students must maintain a B- average each semester in order to remain in the program. Algebra students must maintain a C- each semester. If a student fails to maintain the minimum grade requirement, they will be placed in their grade level course.

For Algebra, the high school requirements for dropping a course occur. A student has the option to drop until the end of the 1st 9 weeks of each semester. If a student does not drop at that point, they will remain in the class until the end of the semester and the grade attained will go on to their high school transcript.

FOREIGN LANGUAGE

Spanish I and French I are both offered for high school credit to eighth grade students. In order to be considered for these courses, a student must have maintained a B- each quarter in their 7th grade language arts course. A student has the option to drop until the end

of the 1st 9 weeks of each semester. If a student does not drop at that point, they will remain in the class until the end of the semester and the grade attained will go on to their high school transcript.

High school requirements for dropping a course apply. A student has the option to drop until the end of the 1st 9 weeks of each semester. If a student does not drop at that point, they will remain in the class until the end of the semester and the grade attained will go on to their high school transcript.

DIGITAL APPLICATIONS AND RESPONSIBILITY I

In order to be considered for this high school credit course, eighth grade students must have already taken Digital Citizenship and have maintained a B- average for the semester course. Students must also have a B- average in their seventh grade language arts course. High school requirements for dropping a course occur. A student has the option to drop until the end of the 1st 9 weeks of each semester. If a student does not drop at that point, they will remain in the class until the end of the semester and the grade attained will go on to their high school transcript.

INTRODUCTION TO ENGINEERING AND DESIGN I

Federal funding requires the disclosure of student social security number to enroll in this class.

All students who qualify for eighth grade advanced math or honors math programs are directly placed into this year-long course. Eighth graders enrolled in a music course and a foreign language course are unable to participate in Introduction to Engineering and Design I due to the limited amount of space in their schedules. Direct placement students have the option to opt out of his high school level course. They will then be placed into the one semester Gateway to Technology course which is not a high school credit course. Students enrolled in a seventh grade level math course have the option of completing an application to be considered for enrollment. The instructor will determine acceptance and notify students prior to the conclusion of their seventh grade year.

The high school requirements for dropping a course apply. A student has the option to drop until the end of the 1st 9 weeks of each semester. If a student does not drop at that point, they will remain in the class until the end of the semester and the grade attained will go on to their high school transcript.

PREPARATION FOR COLLEGE AND CAREERS

Preparation for college and careers is a one-semester course offered to 8th graders for high school credit. This class addresses the knowledge, skills, and behaviors students need to live successfully. Topics include: higher-order thinking skills, communication, leadership, career exploration and planning, building employment skills among others. High school requirements for dropping a course apply. A student has the option to drop until the end of the 1st nine weeks of each semester. If a student does not drop at that point, they will remain in the class until the end of the semester and the grade attained will go on to their high school transcript.

INSTRUCTION ON HUMAN SEXUALITY

According to Indiana Senate Enrolled Act 65, parents shall be informed regarding the school's curriculum as it pertains to instruction on human sexuality. Parents can visit the guidance office at Wilbur Wright to review and inspect all materials related to instruction on human sexuality. A consent form will be made available to parents prior to the start of each school year at the time of registration and is always available on the Wilbur Wright web site under the heading 'For Parents'.

EXTRACURRICULAR PARTICIPATION

To sign up or try out for an activity, students should listen to the announcements for call-out meetings. All student athletes must have a physical examination form on file dated after May 1 of the current school year. To try-out and/or be eligible to participate in an extracurricular activity, a student must have no more than one (1) "F" during an academic grade-check. The most recent grade-check is used to

determine the student's eligibility. The student's academic eligibility standard must be maintained throughout the duration of the extracurricular activity. If a student fails to meet this standard during an in-season grade-check, he/she will NOT be able to participate in any competition or game until the following grade-check. These academic and behavior standards must be maintained throughout the duration of the activity. If a student fails to meet either of these standards, he/she will be placed on probation and not be allowed to dress for contests until the next grade check. If the student's grades have not improved, he/she may be excused from the activity at the coach's or sponsor's discretion. Academic grade-checks will be carried out 4.5 weeks after the beginning of each grading period (Progress Reports) and at the end of the 9 week grading period (Report Cards). In order to participate in a practice or game, the student must attend school a half day at least three full class periods (excluding lunch and study hall) the day of the practice/game. Specific exemptions will be taken into consideration by the Administration.

WILBUR WRIGHT MIDDLE SCHOOL EXTRACURRICULAR PLEDGE

THIS PLEDGE IS A YEAR-ROUND PLEDGE, NOT A SEASONAL PLEDGE

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

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

Extracurricular participants are required to live and conduct themselves according to the rules listed in the "SCHOOL TOWN OF MUNSTER RULES AND STANDARDS OF STUDENT CONDUCT." Additionally, students are required to sign the "Wilbur Wright Middle School Extracurricular Activity Pledge," which is a year-round pledge, not a seasonal pledge. Upon signing the pledge, students will receive a copy of the policy governing adherence to the pledge.

Policy adopted: 6/12/89

Policy revised: 03/24/14

CONSEQUENCES FOR FAILURE TO ABIDE BY PLEDGE

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

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

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

ACADEMIC SUPERBOWL - Academic Superbowl is an academic competition that focuses on a time period in history and consists of four disciplinary teams: English, social studies, math and science. These teams of five students compete at an invitational and regional level, answering multiple-choice questions. At the end of the regional competition, the teams are ranked on a state level. The team

selection process is a try-out. Sixth, seventh and eighth grade boys and girls are welcome to try-out. The team meets from January to the end of April.

ART CLUB - Art Club gives students an additional opportunity to work on art-related activities. This activity is open to all 6th, 7th, and 8th grade boys and girls, and runs from November through the end of the school year.

BASKETBALL (Boys) - A team is chosen to represent Wilbur Wright Middle School in interscholastic competition against local neighboring schools. The selection process is by try-out. This activity is open to 7th and 8th grade boys, and runs from mid-October to December. A sports physical is required.

BASKETBALL (Girls) - The girls' basketball season begins in early January and runs through the end of February. The program stresses fundamental basketball skills and teamwork. The selection process is by try-out and is open to 7th and 8th grade girls. Try-outs are held in December. A sports physical is required.

BASKETBALL (Intramural) - Intramural basketball is available for girls and boys in grade six. This activity runs from January to February. A sports physical is required.

CHEERLEADING - The 7th and 8th grade cheerleading squads cheer at football games and boys basketball games. They also cheer at pep sessions, perform in the town 4th of July parade and attend cheer camp in the summer. The selection process is by try-out. This activity is open to 7th and 8th grade girls and runs from August to July. A sports physical is required.

CHESS CLUB - Chess Club is open to 6th, 7th and 8th graders at the middle school. All levels of chess players are welcome to join, even if you are interested in learning how to play. Participating in individual and team tournaments is an option, but not a requirement. The Chess club meets one night per week in the evening throughout the majority of the school year. Tournaments take place on several Saturdays throughout the year.

COMPUTER CLUB - Computer club promotes and expands the interests and skills of computer club members. This activity is open to all 6th, 7th and 8th grade boys and girls and runs from September to May. This club also maintains the middle school web site. The selection process for this club is through teacher recommendation.

CROSS COUNTRY - Cross country involves three grade level boys' teams and a girls' team. The 8th grade boys run 3km and all others run 2km in meets versus area schools. All students who sign up will participate. This activity is open to 6th, 7th and 8th grade boys and girls, and runs from late August to October. A sports physical is required.

DRAMA - This group is responsible for the school production both in terms of acting and working on all technical aspects of a theatrical production. The selection process is by try-out. This activity is open to 6th, 7th and 8th grade boys and girls and begins in the spring.

ENVIRONMENTAL SCIENCE CLUB: The environmental science club will have the opportunity to advocate environmental awareness, discuss issues that affect our surroundings, and recycle. We will meet once a week from 2:45 to 3:30 in room A10. Any student in grades 6-8 is welcome.

FITNESS TRAINING – This activity promotes awareness of muscle groups and proper lifting techniques. Activities include warm up, cool down, cardiovascular training and supervised workouts. There is no power lifting. This activity is open to all 6th, 7th, and 8th grade boys and girls and runs from Mid-January through February. A sports physical is required.

FOOTBALL CLINIC - Seventh grade football is a way for a student to start out his football career and learn the basic skills of tackle football supervised by trained coaches. This activity is open to all 7th grade boys and runs from March to April. A sports physical is required.

FOOTBALL (8th grade) - This activity is contact football in a seven game schedule that is open to all 8th grade boys and runs from August to October. A sports physical is required.

HONORS CHOIR – The honors choir meets on a weekly basis with four concerts per year and several other performance opportunities including competing at Great America and at ISSMA competitions. They also have performed at a Gary Railcats game, Hartsfield Village, and a Valparaiso University basketball game. This group is by audition-only and is open to 6th-8th graders. Auditions are held in May.

JAZZ BAND - The jazz band meets on a regular basis for the development of jazz skills. Jazz band develops an appreciation for the art of jazz and allows for individual creativity through improvisation. The selection process is by try-out. This activity is open to 6th, 7th and 8th grade boys and girls and runs year round.

LEGO ROBOTICS - Lego club promotes teamwork to construct and program robots to perform various challenges. This club also promotes interest in engineering concepts. This club meets two times per week in the evenings in preparation for the Lego League competition that takes place at the end of November. Qualifying teams will also be given the opportunity to compete in the State competition in December.

NEWSPAPER - Students will work on publishing four newspapers per year. The ability to take pictures is a plus. Selection is by sponsor and is based on writing, typing and computer skills. This activity is open to 7th and 8th grade boys and girls and runs from September to June.

POM-PONS - The precision dance team performs at half time of home football and basketball games, pep rallies, the town 4th of July parade and various community functions. The selection process is by try-out. This activity is open to 7th and 8th grade girls and runs year-round. This includes summer camp and winter competitions. A sports physical is required.

SCIENCE OLYMPIAD - Students compete in various events involving all scientific fields in an Olympics-style (medal awarded) competition held on regional, state, and national levels. The selection process is by try-out. This activity is open to 6th, 7th, and 8th grade boys and girls, and runs from October to late March.

SOCCER –Soccer season for boys and girls begins in March and ends in May. The program stresses fundamental soccer skills, growth through small-sided games, and a limited number of matches against other schools. A sports physical is required.

SPELL BOWL - A team of students will study, practice, and learn the spelling of 1,750 words. The team will then compete in an invitational, regional, and possibly state competition. Sixth, seventh, and eighth grade boys and girls can participate in the try-out for the team. The team meets from the beginning of September to the end of October.

STUDENT COUNCIL - This is a service and social club for the school. Members must be self-directed, willing to put in long hours and responsible to meet deadlines. The selection process is by vote. This activity is open to 6th, 7th and 8th grade boys and girls and runs from September to May.

TENNIS –Tennis season for boys and girls begins in March and ends in May. This activity is open to 6th, 7th, and 8th grade boys and girls. The program stresses fundamental skills and students participate in a limited number of matches against other schools. A sports physical is required.

TRACK BOYS - Athletes take part in 13 track and field events in meets held between area schools. All students who sign up will participate. This activity is open to all 6th, 7th and 8th grade boys, and runs from April to mid-May. A sports physical is required.

TRACK GIRLS- Girls have the opportunity to compete against other schools in track and field events (hurdles, long jump, shot put, discus, 100m run, 200m run, 400m run, 400m relay, 3200m relay, 1600m run, 800m run and 1600m run). All students who sign-up will participate. This activity is open to all 6th, 7th and 8th grade girls and runs from March to May. A sports physical is required.

VOLLEYBALL - Practices are daily from 3:00 to 4:30 or 5:00 if there is no match. Games nights are usually Monday and Wednesday, with one Saturday tournament. The selection process is by try-out. This activity is open to 7th and 8th grade girls and runs from August to October. A sports physical is required.

WRESTLING - Boys will learn basic wrestling moves, holds and strategies. Wrestlers learn sportsmanship, leadership and responsibilities. All students who sign up will participate. This activity is open to 6th, 7th, and 8th grade boys and girls and runs from October to December. A sports physical is required.

YEARBOOK - This organization is responsible for the production of the school yearbook. Students select pictures, design layouts on the computer, write copy, assemble, and distribute the yearbook. The selection process is by sponsor based on an application that includes a sample of writing skills and teacher recommendations. This activity is open to 7th and 8th grade boys and girls and runs from August to June.

RULES OF CONDUCT

1. Exhibit cooperative behavior toward peers, teachers, administrators, bus drivers, other staff members and volunteers.
2. The Community Park and Bieker Woods adjacent to the school are off limits at all times. Loitering around the high school is also prohibited.
3. If students are not waiting for a bus or involved in a supervised activity, they should leave the school building at the end of the school day. All students waiting to be picked up must report to the Main Entrance of the school. All students not participating in an extra-curricular activity must be picked up by 3:15 p.m.
4. Students are responsible for taking care of the books, laptops, and equipment issued. If equipment is lost or damaged, students must pay for the replacement or repair.
5. If students vandalize school equipment or school property, they will pay for the damage.
6. Students are responsible for keeping the school grounds, inside and outside, as neat and clean as possible. This includes keeping the cafeteria, lockers, and desks in classrooms neat and clean.

7. Gum chewing is not permitted in the building.
8. Backpacks can be carried to classes but must be placed in lockers during P.E. Students are prohibited from leaving book bags in unattended and unauthorized areas.
9. Personal items such as decorations to celebrate birthdays, lasers, or other toys such as roller blades and skateboards, are not to be brought to school.
10. Since explosive devices and fireworks are illegal, any student involved with them will be referred to the police.
11. Students who choose to listen to cell phones, MP3's or IPODS before school must turn them off and put them in their locker prior to first period. Students are not to remove them from their locker until the end of the school day. Students must also realize that if they bring these items to school, they must assume responsibility for them.
12. Demonstrate appropriate behavior, good citizenship and sportsmanship while participating in or attending any school-sponsored event or after-school activity.
13. Students are expected to use courteous and proper language at all times. Obscene gestures or language toward teachers, administrators, other staff members, or fellow students will result in disciplinary action.
14. Students should refrain from all public displays of affection at all times.
15. Students may not throw snowballs or other potentially dangerous objects.
16. Students are expected to respect the property of other people at all times. Strong disciplinary action will be taken in the event of a student caught stealing.
17. Smoking, possession of tobacco products, or other smoking materials are not permitted on school property and will result in disciplinary action.
18. Possession, handling or use of any narcotic, alcoholic beverage, hallucinogenic drug, amphetamine, barbiturate, marijuana, intoxicant, or any drug or substance claimed to be a drug or paraphernalia will result in disciplinary action.
19. In addition to school regulations, obey local, state and federal laws, including those pertaining to possession, use, transmission and/or selling of weapons, drugs, alcohol, tobacco products, beepers, cellular telephones, and other portable communication devices.
20. Gang symbols, hand signs, colors, insignia, and/or identifiers are not permitted on school grounds or at school activities.
21. Writing on exposed skin is not permitted.
22. Possessing, handling, or transferring a knife or any weapon on school property or at any school activity will result in disciplinary action.
23. Refrain from fighting or any other act of violence against person or property.
24. Items that damage or are in opposition to the educational process and/or that promote such ideas (drugs, alcohol, crude slogans or pictures on clothing, etc.) are not allowed in the building.
25. Students may not have food or drink in the hallways or in any classroom without the approval of the teacher.
26. Students in unauthorized areas may face disciplinary consequences.
27. Students who are issued a pass and fail to report to the specific location or use the pass to visit another location will be subject to discipline.
28. Filming or audio recording of staff members or students without explicit permission is subject to discipline.

STUDENT BEHAVIOR

When students fail to be self-disciplined, each principal, teacher, or other staff member is responsible for carrying out the rules of student conduct adopted by Wilbur Wright and the School Town of Munster School Board.

Since some behavior problems are more serious, they may require different approaches and actions. All federal laws, state laws, and city ordinances are rules of the School Town of Munster.

School personnel may use any or all of the following consequences in dealing with students who have not shown self-discipline or appropriate appearance and attire.

- Reprimand
- Restriction of extracurricular activities
- Conference with parents
- Removal from class
- Teacher detention
- After School detention
- Friday Detention
- Referral to an Administrator

- . Expulsion
- . Suspension

Saturday Detention

REFERRAL TO THE OFFICE

Teachers will refer students to the office when all reasonable measures, including parent contact, have been taken to improve student behavior. An administrator will handle any behavioral situation not mentioned in this handbook.

TEACHER ASSIGNED DETENTION

A teacher may assign detentions to be served with the teacher in his or her classroom. It is the teacher's responsibility to notify a parent of the detention and the reason for it. The date of the detention may be changed by mutual consent of teacher and parent. Students with unserved detentions may be sent to an Administrator. The Administrator will then determine disciplinary action.

AFTER SCHOOL DETENTION

Students will receive a written notice of a school detention. It is the student's responsibility to take the detention notice home for a parent signature. School detentions are held on Tuesdays, Thursdays, in M4 and last from 3:00 P.M. to 3:30 P.M. Cell phones and electronic devices are not permitted in detention. Failure to serve an after school detention will result in a Friday detention.

FRIDAY DETENTION Friday detention is a consequence for students who violate school rules, are truant or tardy to class, or are involved in other inappropriate behaviors as determined by school staff. Friday detention starts promptly at 3:00 pm and will last until 4:00 pm. If any student is late he/she will be turned away and will not be permitted to attend Friday detention. Any student not inside the assigned room at 3:00 pm is considered tardy. Cell phones and electronic devices are not permitted in detention. As part of Friday detention, the student may be asked to come up with a way to make restitution through some sort of community service, such as cleaning a teacher's classroom or - in the case of a food-throwing incident - helping the custodians clean the lunch room. Failure to serve a Friday detention will result in a Saturday detention.

SATURDAY DETENTION

Saturday detention is a disciplinary option for some violation which permits students to avoid loss of classroom time. It is assigned to students who have committed rule infractions as described in the handbook. Saturday Detentions begin promptly at 8 a.m. and conclude at 10 a.m. Cell phones and electronic devices are not permitted in detention. Misbehavior during the detention may result in further disciplinary consequences. Failure to serve a Saturday detention and no parent call to the assigning Administrator prior to the detention will result in an in-school suspension.

IN-SCHOOL SUSPENSION

An In-School Suspension may be one or two days in length. The suspended student will be placed in the detention room for the duration of the school day and work will be requested from their teachers. They may not attend any after school function while suspended. A student has a limit of 3 In-School Suspensions per school year. Once the student has received 3 In-School Suspensions in one school year, any offense that would have been an ISS will be considered an Out-of-School Suspension.

OUT-OF-SCHOOL SUSPENSION

A suspension may be one to five days in length. The suspended student may not attend school or any school sponsored function while suspended. The suspended student is not permitted on the School Town of Munster school grounds during his or her suspension. . If a student is suspended from school, he/she will be allowed to make up the class work for credit. If a test is given during a suspension, students will take the test the day of return to school or shortly thereafter at the teacher's discretion. (Copied from the Make-up Work section)

EXPULSION

Expulsion is the denial of the right of a student to take part in any school function for any period greater than ten school days. Violating or repeatedly violating any rules that are reasonably necessary to carry out school purposes or an educational function may be grounds for either suspension or expulsion. Administrators may use discretion as deemed necessary. Additionally, students may be suspended or expelled for taking part in an unlawful activity on or off school grounds if the unlawful activity may reasonably be considered an interference with school purposes or an educational function. The expelled student is not permitted on the School Town of Munster school grounds at any time.

RULES AND STANDARDS CONCERNING THE CODE OF CONDUCT FOR STUDENTS IN THE SCHOOL TOWN OF MUNSTER

PREAMBLE

The rules and standards of conduct set forth here are considered by the School Town of Munster to be reasonably necessary to (1) carry out any educational function or school purposes; (2) prevent any interference with the carrying out of any educational function or school purposes; and (3) assure an orderly and efficient educational system for all students.

The rules and standards adopted by the Board of School Trustees shall be applicable to each and every student enrolled in the School Town of Munster.

The Board of School Trustees reserves the right to alter or amend these rules and standards from time to time provided, however, no rule or standard (except those concerning the movement of students, motor vehicles, daily instruction, operation and schedule of classes or other standards relating to the manner in which an educational function is carried out) shall be applicable to any student until a written copy thereof is made available or delivered to the student or his parent, or is otherwise given general publicity within all of the school buildings.

Indiana Code Section 20-33-8-0.2 through 20-33-8-34, including the definitions contained therein, have been made a part of this document by Resolution of the Board of School Trustees. The Indiana Code definitions specifically include, but are not limited to, the definitions of School Purposes (I.C. 20-33-8-4), Educational Function (I.C. 20-33-8-2), Expulsion (I.C. 20-33-8-3), and Suspension (I.C. 20-33-8-17). A full and complete copy of the Indiana Code is available for inspection at the Superintendent's office during regular business hours.

I. STUDENT DISCIPLINE

- A. Each teacher and any of the other school personnel (including, but not limited to, student teachers, bus drivers, teacher's aides, and secretaries) shall, when students are under the individual's charge, have the right to take any action which is then reasonably necessary to carry out, or to prevent an interference with the educational function that he individual supervises. Teachers and other school personnel may not suspend or remove a student from school or from any educational function within the supervision of a teacher or any of the other school personnel for a period that does not exceed five school days unless the removal is treated as a suspension.
- B. The superintendent, principal, administrative personnel and teachers are authorized to take any action in connection with the student behavior, which is reasonably necessary to ensure a safe, orderly, and effective educational environment. Such action may include, but is not limited to:
 - 1. Counseling with a student or group of student
 - 2. Conferences with a parent or group of parents
 - 3. Assigning students additional work
 - 4. Rearranging class schedules
 - 5. Requiring a student to remain in school after regular hours to do additional work or for counseling
 - 6. Removing a student from athletic activities, non-credit school activities, or school-provided transportation
 - 7. Restricting extra-curricular activities of a student

II. SUSPENSION

- A. Any student who violates any one or more of the following rules and standards of behavior may be suspended for a period of no more than ten (10) school days:
1. Failing to attend school for one or more designated periods during any school day for any reason other than illness or death in the immediate family without the express permission of the school administration
 2. Leaving school property for any reason during any school day without the express permission of the school administration
 3. Being late to the assigned school buildings or classroom
 4. Smoking or possessing tobacco
 5. Possessing, using or transmitting any substance which looks like (i.e., the so-called look-alike drugs) any form of marijuana, any stimulant, any intoxicant, any narcotic, any depressant, or any hallucinogenic drug (Use of medication by a student prescribed by a medical doctor, a dentist, other health care provider authorized by law to prescribe medication for that student shall not constitute violation of rules. Any student who is unsure if possession, use or providing another person with any particular medicine or substance would violate these rules should consult the building principal or assistant principal before possessing, using or providing the medication or substance.)
 6. Possessing or providing to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of controlled substances. Examples of these drug-related paraphernalia which are not to be possessed or provided to another person are:
 - a. Pipes
 - b. Clips
 - c. Rolling papers
 - d. Needles
 - e. Syringes, etc.
 - f. Juuls or similar vaping device
 7. Tampering with or misusing the firefighting equipment and fire alarm system of the School Corporation
 8. Parking a vehicle on school property during any school day without the express permission of the school administration
 9. Using cards, dice or other instrument for the purpose of gambling and/or gambling
 10. Lack of personal cleanliness
 11. Wearing articles of clothing that are distracting, unclean, cause maintenance problems, or are inappropriate for school activity
 12. Wearing clothing and/or hair styles that could cause bodily injury in such activities as shop, lab work, physical education, and art
 13. Failing to wear shoes, sandals, boots, or appropriate footwear in the school building
 14. Using the school facilities or the school grounds for advertising or promoting any interest of any group, person, firm, corporation, agency, organization, or cause without the prior written consent of the school administration
 15. Cheating, plagiarism, or dishonesty of any kind with respect to any assigned work, paper, or examination
 16. Fighting
 17. Participating in conduct constituting grounds for expulsion or suspension as set forth in paragraph C below
 18. Violating any other rule or standard of behavior adopted by the School Board
- B. The grounds for suspension in Section A apply when a student is:
1. 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;

2. Off school grounds at a school activity, function, or event, or;
 3. Traveling to or from school or a school activity, function, or event.
- C. In addition to the grounds for suspension, a student may be suspended 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 and protect persons on school property including any unlawful activity during weekends, holidays, other school breaks and the summer period where the student may not be attending school classes or other school classes.

III. SUSPENSION PROCEDURES

- A. A suspension may be imposed upon a student only after the principal or designee has made an investigation of the alleged misconduct and a determination has been made that the suspension is necessary to help the student or to prevent interference with an educational function or school purposes. However, a student may be suspended by a hearing examiner until the date of the expulsion hearing if the hearing examiner determines that such suspension is necessary.
- B. Suspension may not be made without first affording the student an opportunity for a meeting at which time the student will be given a written or oral statement of the charges against him or her, a summary of the evidence against the student if he or she denies the charges, and an opportunity for the student to explain his or her conduct.
- C. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such a situation, the notice and informal hearing shall follow as soon as reasonably possible after the suspension.
- D. Following such suspension, the principal shall send a written statement to the student's parent describing the student's conduct, misconduct or violation and the reasons for the action taken. The principal shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school. Failure of the parent to participate in a conference with the principal will not justify extending the period of the student's suspension.

IV. EXPULSION

- A. The superintendent may (a) separate a student from school attendance for a period of more than ten (10) days; (b) separate a student from school attendance in accordance with Paragraph d, below, unless a student is permitted to complete required examinations in order to receive credit for courses taken in the then current semester or current year; or (c) impose some other type of penalty upon the student which automatically prevents him from completing within the normal time his overall course of study in any school if the student violates any one or more of the following rules and standards of behavior:
1. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct, constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subsection: (1) occupying any school building, school grounds, or part thereof with intent to deprive others of its use; (2) blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building or corridor or room; (3) setting fire to or substantially damaging any school building or property or attempting to set fire or cause damage to any school building or property; (4) firing, displaying, or threatening

- use of firearms, explosives, or other weapons on the school premises for any unlawful purpose. This includes the use of attempted use of pipe bombs, Molotov cocktails, or other explosive or incendiary devices; (5) prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property or at a school-related activity, including the making of a false report of a bomb, fire or uncommon disease-producing organism, as well as triggering a false alarm or delivering or sending an actual or look-alike uncommon disease-producing substance to any school property, vehicle, or activity; (6) continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision. This subsection shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States; and (7) through any means of communication, including gestures, symbols, or signals, placing any student, teacher, employee or other person in fear of harm to one's self, a family member, or personal property. This includes such conduct as threatening to get the person, creating a hit list of persons who are to be put in fear of harm, or warning the person that a family member could get hurt or one's car or other property damaged.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property, or repeatedly damaging or stealing school property.
 3. Intentionally causing or attempting to cause damage to private property, stealing or attempting to steal private property, or repeatedly damaging or stealing private property.
 4. Intentionally causing or attempting to cause physical injury or intentionally 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, however, constitute a violation of this provision.
 5. Threatening or intimidating any person for any purpose including obtaining money or anything of value from such student.
 6. Knowingly possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon, provided, however, that a student who must use a knife as part of an organized activity held by an organization that has been approved by the principal of the school is exempt from the application of this Subparagraph f. so long as the knife is used as part of or in accordance with the approved organized activity.
 7. Knowingly possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this rule. 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 and must include the following information:
 - a. Physician's statement that the student has an acute or chronic disease of medical condition for which medication has been prescribed.
 - b. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - c. The student has been instructed in how to self-administer the prescribed medication.
 - d. The student is authorized to possess and self-administer the prescribed medication.
 8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students, or constitutes an interference with school purposes or an educational function.
 9. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
 10. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:

- a. Engaging in sexual behavior on school property;
 - b. Disobedience of administrative authority
 - c. Engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
 - d. Failing to tell the truth about any matter under investigation by school personnel.
11. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when he is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
12. Engaging in any activity forbidden by the laws of the State of Indiana, which constitutes an interference with school purposes or an educational function.
13. Violating or repeatedly violating any of the rules and standards of behavior adopted by the School Board.
14. Possessing a firearm or bomb.
- a. No student shall possess, handle or transmit any firearm or bomb on school property.
 - b. The following devices are considered to be a firearm under this rule:
 - i. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - ii. The frame or receiver of any weapon described above
 - iii. Any firearm muffler or firearm silencer
 - iv. 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, mine, or similar device.
 - v. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant.
 - vi. 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
 - vii. An antique firearm
 - viii. A rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
- 1.) For purposes of this rule, a bomb is any explosive or incendiary device designed to release destructive materials or force or dangerous gases that is detonated by impact, proximity to an object, a timing mechanism, a chemical reaction, ignition, or other predetermined means. See, I.C. 35-47.5-2-4 (b) for exception to this general definition.
 - 2.) The penalty for possession of a firearm: 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 length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
 - 3.) The superintendent shall notify the appropriate law enforcement agency when a student is expelled under this rule.
15. Possessing a deadly weapon
- a. No student shall possess, handle or transmit any deadly weapon on school property.
 - b. The following devices are considered to be deadly weapons as defined in I.C. 35-31.5-2-86:

- i. A weapon, 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.
- ii. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
 - a. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
 - b. The superintendent shall notify the appropriate local law enforcement agency when a student is expelled under this rule.

16. 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. This rule does not apply to transfer tuition students.

17. The grounds for expulsion in Section IV.A 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, or;
- c. Traveling to or from school or a school activity, function, or event.

B. 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.

V. **EXPULSION PROCEDURES**

- Ä. When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:
 - 1. 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
 - b. A 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.
 - 2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. A student or a student's parent who fails to request and appear at an expulsion meeting after receipt of notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion period.
 - 3. The notice of the right to an expulsion meeting will be in writing, delivered by a certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
 - 4. At the expulsion meeting, the principal (or designee), will present evidence to support 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.

5. 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.
- B. The Board of School Trustees of School Town Munster has voted not to hear appeals from expulsion decisions pursuant to IC 20-33-8-19 (f). Therefore, a student or parent may appeal an expulsion decision only to the Circuit of Superior Court in the county in which the student resides and the appeal is limited to the issue of whether the governing body acted without following the procedures required under IC 20-33-8-19.

VI. PERIOD OR TERM OF EXPULSION

- A. No expulsion of a student shall be for a longer period than the remainder of the school year in which it took effect if the misconduct occurs during the first semester; however, whenever the expulsion takes place during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the Board of School Trustees. The Superintendent may require that a student, who is at least sixteen (16) years of age and who wishes to re-enroll after an expulsion, attend an alternative program.
- B. Any expulsion taking effect more than three (3) weeks prior to the beginning of the second semester of any school year must be reviewed prior to the beginning of the second semester. The review shall be conducted by the hearing examiner after he or she has given notice of the review to the student and the student's parents. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing examiner that the student be reinstated for the second semester.
- C. Any expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. The review shall be conducted by the hearing examiner after the hearing examiner has given notice of the review to the student and to the student's parent. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing examiner that the student be reinstated for the upcoming school year.

LEGAL REFERENCE: 20 U. S. C. 8921

20 U. S. C. 8922

I.C. 20-33-8-0.2 et seq.