



**Student/Parent Handbook**  
**for**  
**Manchester Intermediate School**  
**School Year 2019-2020**

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Adopted by the MCS Board of Trustees

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## **Forward**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your building principal who you will find listed in the Faculty and Staff section of the handbook. This handbook is supplementary to Board policy. Should a provision of this handbook contradict Board policy, the Board policy prevails. This handbook supersedes all prior handbooks and other written material on the same subjects.

## **Welcome**

Welcome to the 2019/2020 school year at Manchester Intermediate School. This will be a year filled with interesting and challenging learning activities for students.

School provides many opportunities for students, parents, and staff to work together. Through teamwork, communication, and cooperation, Manchester Intermediate School students benefit from the combined efforts of our school community.

The goal of the Manchester Intermediate School Faculty and Staff is to provide the highest quality education. I wish each student a successful school year.

Sincerely,

Tommy Baldwin, Principal

## **Mission Statement**

The mission of Manchester Intermediate School is to provide all students with a sequence of appropriate learning experiences within an educational environment that will enable them to become knowledgeable, contributing, members of our world community.

## **Title IX Statement**

Education services, programs, instruction and facilities will not be denied to anyone within Manchester Community Schools regardless of race, color, creed, disability or handicapping condition (including limited English proficiency), religion, gender, sexual orientation, ancestry, age, national origin, social or economic background, or place of residence within boundaries of the Corporation. For further information, clarification, or complaint please contact:

Title IX Coordinator/Section 504 Compliance Coordinator  
Manchester Community Schools  
107 South Buffalo Street  
P. O. Box 308  
North Manchester, IN 46962  
Phone: 260-982-7518

## ACADEMICS

### Catch up Room Policy

Students are expected to complete their daily homework. Teachers collaborate regularly to ensure that students are not overburdened with homework or studying for tests on any given day. When a student does not have their homework completed on time, it may delay their learning and prevent them from participating in class discussions. When students do not have their homework assignment completed by the start of the class period, the teacher may assign the student to the Homework Catch-up Room at lunchtime. When a student is assigned to the Catch-up Room, they must eat their lunch in the classroom with the instructional assistant and then complete their missing homework. Students are not allowed to go to recess if they are placed in the Catch-up Room. Other alternatives may be used for students that are sent to Catch Up room an excess number of times.

### Missed Assignments

A suspended student will be responsible for making up schoolwork lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to class. Assignments may be obtained from teachers beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests.

### Parent's Role

Cooperation by parents is a necessary factor in meaningful homework experiences. Parents can encourage their child(ren) by showing interest and exhibiting helpful attitudes toward homework. They should:

1. Provide a quiet, well-lighted area for their child(ren) to study. Make certain he/she has the necessary materials for each class.
2. Encourage and support their child(ren)'s efforts. Ask about their progress often. Be available for questions, but remember, homework is the child(ren)'s responsibility.
3. Initiate contact with teacher, counselor, and/or administrators to communicate any concerns they may have.
4. Encourage their child(ren) to seek help and ask questions of the teacher when in doubt about an assignment.
5. Help their child(ren) organize adequate time for homework completion.
6. Daily assignments are posted on Google Calendar.

### Student's Role

The student should:

1. Ask any questions pertaining to the instructions given for that specific assignment.
2. Record assignments in student planner and take home any necessary materials for the completion of the assignment.
3. Return all work completed to the teacher by the due date.
4. Seek extra assistance from the teacher as needed.
5. Learn to budget his/her time. When study time is provided during the day, the student should take advantage of it. Long-term assignments should be planned so they do not have to be done all at once.
6. Share school expectations and individual progress with parents.

### Honor Roll

Students in grades 5 and 6 who receive all A's and B's on their report cards are eligible for the school honor roll. Students may have A- or B- marks. These students are recognized at the end of each grading period. The main purpose of the honor roll is to promote and recognize those students who show above average academic achievement.

### Academic Excellence

The Manchester Community Schools recognizes fourth through twelfth grade students who maintain high standards of academic excellence. Each student's grade point average must be greater than or equal 3.7 (A-) for **each** quarter with not less than a B in any subjects taken for credit. The grade point average will be figured from the 3rd and 4th quarter grades of the previous school year and the 1st and 2nd quarter grades of the current year.

Only grades in Math, Language Arts, Reading, Science, Health and Social Studies will be considered for Academic Excellence. Students will be honored at the Manchester Academic Excellence Program in the early spring.

### Parent-Teacher Conferences

Parent-teacher conferences are scheduled for **October 21st and October 22nd**. Individual conferences may be scheduled throughout the year when needed.

### Report Cards

The purpose of report cards is to communicate with parents their student's academic progress. Report cards are issued at the end of each 9 weeks grading period.

Report cards will be issued on the following dates:

End of First 9 weeks	October 11
End of Second 9 weeks	December 20
End of Third 9 weeks	March 13

Report Cards will be mailed at the end of the school year.

Manchester Intermediate School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading system:

A 92-100	A- 90-91		I = Incomplete
B+ 88-89	B 82-87	B- 80-81	O = Outstanding
C+ 78-79	C 72-77	C- 70-71	S = Satisfactory
D+ 68-69	D 62-67	D- 60-61	NI = Needs Improvement
F 0-59			SI = Shows Improvement
			P = Pass
			NP = No Pass
			CR=Credit
			NC=No Credit

### Retention

Retention is only recommended for a student when an additional year at a specific grade level will positively affect the child's learning.

### Testing program: iLearn and NWEA

The State of Indiana has mandated competency testing (iLearn) for students in grades 3-10 to be administered in the spring. Manchester Community Schools also participates in NWEA. Tests are given three times a year and are used to

gather data to help determine instruction. These test results become a part of the student's permanent record. Parents are encouraged to talk with their student about the importance of doing his/her best work.

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.

### **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the Superintendent. A minimum of one school day's notice is required to ensure that the Superintendent has the opportunity to review the announcement or posting.

### **ALCOHOL & TOBACCO**

Possession of any alcohol, tobacco or tobacco related products, including eCigarettes, Juuls, or other drugs are not allowed. Clothing should not promote the use of these products.

### **ATTENDANCE**

Manchester Community Schools considers the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class: the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety. Each school is expected to implement policies and practices that encourage its students to develop and demonstrate good attendance habits.

#### **Parents' Responsibility**

Parents are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child:

1. Graduates;
2. Reaches at least sixteen (16) years of age, but less than eighteen (18) years of age and:
  - a. The student and the student's parent or guardian and the principal agree to the withdrawal, and
  - b. At the exit interview the student provides written acknowledgment of the withdrawal and the student's parent or guardian and the school principal each provide written consent for the student to withdraw from school;
3. Reaches the age of eighteen (18) years.

#### **Absences from School**

Absences from school shall fall into one of the four following categories:

1. Absences which are counted as present:
  - a. Serving as a page in the Indiana General Assembly.
  - b. For students in grades 7 through 12, serving at the polls on Election Day with prior approval of principal.
  - c. Court appearances which are documented by a probation officer or officer of the court.
  - d. Active duty with the Indiana National Guard for not more than ten (10) days in a school year.

- e. Placement in a short-term inpatient treatment program which provides an instructional program.
- f. Homebound instruction.
- g. Religious observances.

## 2. Excused Absences:

- a. Parent/guardian may excuse up to ten absences per school year (e.g. illness, medical and legal appointment, family vacations, college visits).
- b. Illnesses that are excused by a written note from a physician will not be counted as part of the ten parent/guardian excused absences. Absences beyond the ten parent/guardian excused absences in a school year that are not accompanied by a written note from a physician will be considered trancies. A note must be provided to the school upon the student's return to school.
- c. Exceptions to the ten parent/guardian excused absences will be made only in the following situations:
  - 1. Death in the immediate family.
  - 2. Death of a person outside the immediate family with parental permission.
  - 3. The building principal may excuse an absence in an emergency situation.

## 3. Unexcused Absences:

- a. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence or prior to the absence.

## 4. Truancy:

- a. A student is truant when s/he is absent from school or class without the permission of his/her parent or guardian.
- b. Absences beyond the ten parent/guardian excused absences in a school year will be trancies unless excused by written note from a physician. Such absences are subject to disciplinary action as established in each school's handbook. Each policy should give consideration to steps that involve the school counselor and the juvenile court in assisting to enforce appropriate attendance.
- c. A student will be considered a habitual truant when that student has been expelled for truancy.

## **Make-Up Work**

Upon request of the student, make-up work will be offered for all student absences, but credit shall be allowed only for absences that are excused or counted as present. The type of make-up work shall be at the discretion of the teacher and may be equivalent, but not necessarily identical, to the instruction presented in class. A student shall be given one calendar day for each missed day to complete the make-up work, plus an additional calendar day, if needed, up to a maximum of seven days. Extended illness shall be handled on an individual basis.

## **Reporting an Absence**

In order to report an excused absence, a student's parent/guardian must contact the school office by phone at 260-982-8685. Absences shall not be excused unless the contact is made according to the school's procedure. If the parent or guardian does not call, the school will attempt to call the parent or guardian that day to document the absence.

## **Tardies**

A student is tardy when the student is late for the beginning of the school day or late for any class during the school day. Disciplinary action will be taken for students who are tardy more than 3 times. The action may be lunch detention, before or after school detention, or Friday night school.

## **Attendance Procedures**

If a pattern of irregular attendance develops, the school shall take the following actions to encourage a student's return to regular school attendance:

1. After a student accumulates six parent/guardian excused absences in a school year, a letter is sent home informing the parent/guardian of the absences.
2. After a student accumulates ten parent/guardian excused absences in a school year an attendance conference is scheduled between the parent/guardian and the principal.
3. If a student continues to accumulate more parent/guardian excused absences in a school year or the parent/guardian fails to show up for the attendance meeting will be referred for Attendance Mediation with mediators from Education for Conflict Resolution.
4. If absences continue after the mediation, a referral may be made to DCS and/or the Wabash County Probation Department.

**Attendance Mediation:** A meeting called by the principal for the student, parents/guardians, and a representative from the school. During the meeting the attendees will meet with a panel of neutral mediators from Education for Conflict Resolution, Inc. in order to discuss the reasons for the absences and to brainstorm together to find remedies to eliminate further unauthorized absences.

## **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the student behavior standards.

## **CELL PHONES**

Students may possess Wireless Communication Devices (WCD) and cellular phones on school property. Students may use WCD in the classroom for educational purposes at the discretion of the teacher. Students failing to follow these guidelines will be subject to disciplinary action.

Use of a WCD in an unauthorized manner or in violation of these rules may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion), confiscation of the WCD. If a WCD is confiscated, it will only be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed and/or referral to law enforcement if the violation involves an illegal activity.



The Corporation is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or WCDs as well as other student property. "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and confiscation of the WCD. If the administration feels that allowing WCDs in school becomes a significant disruption to the educational atmosphere then the policy may be changed at any time.

## CLASSROOM VISITATION

Parents are encouraged to be involved in their child's education and are welcome to visit during the school year. Please call the school at least a day in advance of any visitation to schedule a time with the teacher. Student visitors during the school day are allowed only with prearranged permission of the teacher(s) and principal.

**All visitors to the school must report to the school office when entering the building. Visitors must sign in using the Raptor system by providing a drivers license or government issued ID. A visitors badge will be printed and must be worn during the visit. Visitors must sign out in the office before leaving the building.**

The school reserves the right to limit visitations to the classrooms. Too many visitations can be disruptive and cause students to lose valuable class time.

Parents are welcome to eat lunch with their children. Parents will pay the adult price for the school lunch. Please consult with your children about their lunch periods. Then, call the school office or the classroom teacher to let them know you will be eating with your child. Food from restaurants is not permitted at lunch unless the principal pre approves.

## CLOSINGS AND DELAYS

In the event school is closed due to cold or dangerous weather or other emergency conditions, a School Messenger message will be sent out to all active home phone numbers provided to the school. The local TV and radio stations will also be contacted.

## COMPUTER TECHNOLOGY AND NETWORKS

The School Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Corporation operations. It also recognizes that safeguards have to be established to ensure that the Corporation's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

The Superintendent is directed to establish administrative guidelines not only for proper acquisition of technology but also to ensure that staff and students are making appropriate and ethical use of the computers and other equipment as well as any networks that may be established. The responsibility for the educational value of Internet access is to be the joint responsibility of school staff, the students with access to the Internet and their parents.

Such guidelines shall also ensure that parents are provided the option to request alternative activities not requiring Internet access. The Superintendent shall also ensure that both staff and students are adequately informed about disciplinary actions that will be taken if Corporation technology and/or networks are abused in any way or used in an illegal or unethical manner. This policy and the guidelines and agreements established by the Superintendent are to be made available for review by parents, members of the staff, and members of the community. The provisions of this policy and associated guidelines and agreements are subordinate to local, State, and Federal law.

Manchester Community Schools Internet Use Agreements will be made available at enrollment. Parents and students must sign the access agreement in order for students to be eligible to use the Internet.

**See Manchester Community Schools Technology Handbook for specific technology guidelines.**

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS (IC 20-34-3-9)**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. Manchester Community Schools' professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific diseases include: chicken pox, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments. Any removal will be only for the contagious period as specified in the school's administrative guidelines.

### **CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES (IC 20-34-3-9)**

In the case of non casual-contact, communicable diseases, Manchester Community Schools still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. Manchester Community Schools will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal Law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **DANGEROUS ITEMS**

Students are not to bring such items as toy or real weapons, knives, guns, bows, arrows, matches and lighters to school.

### **DRESSING APPROPRIATELY FOR SCHOOL**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

The following are guidelines for appropriate appearance:

- All skirts, skorts, and shorts must be of appropriate length.

- Spaghetti straps, tube tops, revealing tops, and low cut arm openings are not allowed.
- Shoes must be worn at all times.
- Pants may not have holes in inappropriate places.
- Racist, sexist, and gang-related symbols are not permitted to be worn or displayed.
- Clothing advertising alcohol, tobacco, or illegal drugs, clothing with satanic emblems or inappropriate graphics or language, including but not limited to anything that is lewd, vulgar, indecent or offensive for school purposes is not permitted.
- Suggestive, revealing, or clothing with visible underwear is not permitted.
- Coats are not to be worn in school.
- Hats, hoods and bandanas are not to be worn in the school building.

Students who are representing the school at an official function or public event may be required to follow specific dress requirements. This applies to athletic teams, cheerleaders, bands, and other such groups. If a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting, will be required to make changes in appearance before returning to the classroom, and disciplinary action will be taken.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?
- Am I dressed appropriately for the weather?

**Because of safety concerns, students must keep a pair of gym shoes at school at all times to be worn for recess and/or P.E.**

### **EARLY DISMISSAL**

No student will be allowed to leave the school prior to dismissal time without either a.) A written request signed by the parent or a person whose signature is on file in the school office or b.) The parent coming to the school office to personally request the release. No student will be released to a person other than a custodial parent without a permission note signed by the custodial parent or other legal authorization. Students must be signed out in the office by a parent/guardian using the Raptor system by providing a drivers license or government issued ID.

### **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the school corporation in which they have legal settlement, unless other arrangements have been approved.

Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- A birth certificate or similar document
- Court papers allocating parental rights and responsibilities or custody (if appropriate)
- Proof of immunizations

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

### **Scheduling and Assignment**

The principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal.

## EXTRACURRICULAR ACTIVITIES

Participation in all extracurricular activities is a privilege. School and bus behavior and academic performance must be at an acceptable level in order for a student to participate in any extracurricular activity. Students placed in ISS or suspended from school are ineligible on the days of suspension.

**Band** - Fifth and sixth grade students are eligible to join the band.

**Choir** - Fifth and sixth grade students are eligible to join choir if it is offered.

**Boys Basketball** - Fourth, fifth and sixth grade boys are eligible to participate. Teams are formed with each team playing a separate schedule.

**Girls Basketball** - Fourth, fifth and sixth grade girls are eligible to participate. Teams are formed with each team playing a separate schedule.

**Soccer** - Fourth, fifth and sixth grade students are eligible to participate. Soccer is a coed sport.

**Student Council** - Students in grades four, five and six have the opportunity to be elected to participate in Manchester Intermediate School government. Students learn to conduct a meeting, organize school programs, and work with committees.

**Volleyball** - Fourth, fifth and sixth grade students are eligible to participate. Volleyball is a coed sport.

### Athletic Eligibility Guidelines

- Students in fourth, fifth or sixth grades are eligible to participate.
- Students will be charged a \$10 participation fee per sport. Families with more than one child participating will be charged \$10 per sport for the first child and \$5 per sport for each child thereafter. Parents in need of scholarships should contact the principal.
- All student athletes participating in any sport must have on file a completed consent and release form before their first practice.
- Players must participate in at least three (3) practices before they are allowed to play in an event. Excused practices are arranged with the coach ahead of an event.
- Student athletes must be in attendance at least 1/2 day on the day of an athletic contest in order to participate.
- Students placed in ISS or suspended from school are ineligible on the days of suspension.
- Students receiving a failing grade on midterm reports or on end of semester report cards will not be eligible for any extracurricular activities during the following week. Students may resume activities after one week provided that the grade has been raised above failing.

### MJHS Athletics

6th graders are eligible to participate in junior high cross country, wrestling, football, soccer, tennis, golf and track. Students who participate must have a current IHSAA athletic physical on file and must meet IHSAA athletic and academic eligibility requirements. All athletes must be passing in four classes each six week grading period or semester.

## FIELD TRIPS

Field trips are extensions of the curriculum and expectations for student behavior are the same as when students are in the building. Chaperones are frequently needed to accompany students on field trips. Teachers will request volunteers and will select chaperones for each trip. **Chaperones may be parents, grandparents, or guardians.** School age or preschool brothers or sisters may not take part in the field trip. Chaperones are required to ride the bus. Chaperones are not to participate in smoking or the drinking of beverages not approved for students. Background checks will be done on chaperones to protect the safety of MIS students.

## **FIRE, TORNADO, AND SAFETY DRILLS**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. Manchester Community Schools conducts severe weather drills in accordance with Indiana School Codes.

Safety drills will also be conducted in accordance with Indiana School Codes. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

## **FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. Students will not be allowed to solicit for non-school sponsored groups and activities.

## **GUM and CANDY**

Our goal is to maintain a clean and attractive building; therefore, gum and candy will be allowed at the discretion of the classroom teacher.

## **HEALTH SUITE**

The basic purpose of the health suite is to provide care to students who are ill or injured. The following are the guidelines for the Health Suite:

- A. Except in cases of an emergency, a student must have a pass from his/her current teacher/aide to come to the health suite. Between classes, current teacher is defined as the teacher of the student's next class.
- B. All students needing to go to the health suite must first "check-in" at the main office with the school nurse/ designee.
- C. Students who are not seriously ill or injured will be assessed and returned to class immediately.
- D. Students who are ill or injured will be allowed to lie down for 15 – 20 minutes. At that time, their current health status will be reassessed.
- E. Students that cannot return to class after 30 minutes in the health suite will have their parent/guardian notified so arrangements can be made for the student to go home.

NOTE: Any student that reports to the health suite as ill or injured (and misses at least 10 minutes of class) will be counted absent from the class that they are missing. That absence will be counted as excused until the student reaches the limit of three per nine weeks.

## **Injury and Illness**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact the the student's parents.

If a child becomes ill during the day, a teacher may excuse him or her to the health suite. If a child is sick enough to be sent home, a parent/guardian will be called. It is recommended that a child be fever free and/or symptom free (regarding

the symptoms listed below) for 24 hours before returning to school. Per the principal's and/or nurse's discretion, a parent/guardian will be called to take a child home with any of the following symptoms:

- Vomiting
- Diarrhea
- Unidentified rash which is spreading or not yet medically treated
- Elevated fever of 100 degrees or more
- Head lice (active with more than 5 nits remaining. Please contact the school if you discover your child has lice)
- Suspected eye infection with drainage
- Chicken pox - until lesions are crusted over
- Shingles lesions which are not crusted over or completely covered
- Other contagious illnesses as defined by the CDC, Indiana Dept. of Health criteria for exclusion from school

Remember hand washing is the single most effective way to prevent a wide variety of diseases. Many illnesses can be stopped or slowed if we remind ourselves to practice frequent hand washing, blowing noses into tissues, and covering mouths when coughing or sneezing. Sometimes staying home is the only way to benefit our kids, ourselves, and our community.

### **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the Superintendent's Office.

### **IMMUNIZATIONS**

Students must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements (I.C. 20-8.1-7-9.5). Every student who enters kindergarten or grade 1 shall be immunized against hepatitis B, and chicken pox. Every child who enters grades 9 and 12 shall be immunized against hepatitis B. From time-to time other communicable disease may be designated by the State Board of Health as disease that requires immunizations. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admissions to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children.

The parent of each female student entering grade 6 shall be provided with information prescribed by the State Department of Health concerning cervical cancer and the Human Papillomavirus (HPV) infection and that an immunization against the HPV infection is available.

In order to uphold our role in ensuring our students are protected, effective at the beginning of the 2018/2019 school year, if your child's immunization profile is not complete, and you do not have a medical or religious waiver on file with the school nurse, your child will be excluded from participating in extracurricular activities (i.e. sports, band, choir) as well as off campus field trips. This is to protect your child and others from being exposed to any contagious diseases.

## LOCKER PROCEDURES

All school lockers are the property of Manchester Community Schools. Students should not have any expectations of privacy in a locker or its contents. Locker guidelines have been established for the purpose of school safety, elimination of theft and vandalism, and for maintaining the condition and appearance of the lockers. Lockers may be searched to insure these guidelines are being followed. Locker guidelines include:

1. Memorize your combination and do not give it to anyone. A new locker will not be issued to a student who willfully gives out their locker combination to another student.
2. Do not allow anyone to observe you using your combination.
3. Do not allow anyone to "use" your locker.
4. When closing your locker door, be sure it is fastened securely and locked.
5. Keep your locker clean and neat. Don't allow books, paper, gym bags, etc., to block the door or to hang out of your locker. Open bottles are not permitted.
6. Students are permitted to decorate the inside of their locker as long as the decorations are not attached with any adhesive material (magnets are acceptable), items are not bulky in size, and items are in good taste. Decorations must be removed at the end of the year.
7. Damage to the lock and/or locker beyond ordinary use may be charged to the student.

## LUNCH AND BREAKFAST PROGRAM

### Breakfast

Students may purchase breakfast at the beginning of each school day.

### Lunch

Manchester Intermediate School students may purchase a school lunch (salad or hot lunch) or bring a lunch from home.

**All students must have lunch.** Each student spends approximately twenty minutes in the cafeteria each day at lunchtime. We find that students are able to receive and eat their lunches within the twenty-minute time frame. However, allowances will be made for students needing a few extra minutes. Students will be encouraged to use their time wisely.

Students are asked not to bring pop to school for lunch. Pop is not a nutritious drink, and is not appropriate for school lunch and should NOT be sent in thermos containers.

Parents are welcome to eat lunch or breakfast at school with their child(ren).

### Meal Magic Lunch Program

During the 2019/2020 school year the Manchester Community Schools will continue using our computer system to manage the breakfast and lunch program. The program is called Meal Magic.

When students bring a check or cash to pay for lunch, breakfast, or lunch milk, it will be deposited into each student's Meal Magic. When a student goes through the lunch line, a cashier will scan their barcode for their account. The cost of the meal, ala carte items or extra milk will automatically be deducted from the student's account.

Monies sent to school with your child **MUST BE IN AN ENVELOPE** and turned in to the office by 8:30 a.m. each morning in order to be deposited into their account. Each school will have a supply of envelopes for you to use.

The following information must be filled in on the envelope:

Child's first and last name

Teacher's name

The amount of money enclosed.

Lunch accounts must be maintained with a positive balance. The school's automated message system will notify parents of low balances. When a student's account balance reaches a **negative** balance, that student will receive an alternative

lunch for the day. Students who qualify for the Free Breakfast/Lunch Program must maintain a positive balance in their account in order to receive extra's at lunch or breakfast. Money must be turned in by **8:30 a.m.** or the student will receive the alternative lunch that has been prepared for them.

The advantages to using Meal Magic are:

- It is convenient for parents to be able to pay for their student's school lunch by the week, month, semester, or year.
- The hassle for parents in finding/sending the "correct" amount of money each day/week is minimized.
- An accurate record of meals purchased is maintained for parents and school staff.
- Faster lunch lines for all grade levels allowing students more time to eat.

Meal Magic does not draw attention to the free or reduced students. They are scanned just like the paid lunch students. If you have questions whether your family may qualify for free or reduced lunches, just contact your building secretary for an application. If you apply for free and reduced lunches you also qualify for reduced textbook fees. The building secretaries or principal would be glad to answer any questions about free and reduced lunches.

Any amount of money may be deposited in a child's account. We encourage you to pay ahead. We still prefer that payments be made on the first day of each week. By request, parents may receive a statement of their student's account balance. Parents of students transferring from one school to another school within the Manchester Community School system will have balances transferred to the next school. Parents of students transferring to another school system, other than the Manchester Community school system, will receive a refund of their students' accounts.

**Daily Prices for 2019/2020:**

Student lunch	<b>\$2.55</b>
Student breakfast	<b>\$1.45</b>
Adult breakfast	<b>\$1.85</b>
Adult lunch	<b>\$3.40</b>

**Reduced lunch prices for all students:**

Lunch	<b>\$.40</b>
Breakfast	<b>\$.30</b>

Any extra ala-carte items, such as extra milk, sandwiches, fruits, vegetables, snack items need to be included in with the payment for the regular school lunch. All monies will be credited to the students account for them to use for school lunch and or ala-carte items.

If you have any questions please do not hesitate to call Becky Landes at 982-2196.

**MEDICATION**

In those circumstances where a student must take prescribed medications during the school day, the following guidelines are to be observed.

- Parents should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- The Student Medication Permit must be filed with the school nurse/designee before the student will be allowed to begin taking any medication during school hours.
- All medications must be registered with the school nurse/designee.
- Medication that is brought to the office will be properly secured.

ALL medication (prescription and OTC) will be dispensed ONLY if it is in its original container. Expired medications will not be dispensed. Prescription bottles must have the student's name on the label.



Medication must be conveyed to school directly by the parent or to an individual who is eighteen (18) years of age or older and who has been designated, by the student's parent to transport the medication.

A two to four (2-4) week supply of medication is recommended.

Medication **MAY NOT** be sent to school in a student's lunch box, pocket, school bag, or other means on or about his /her person, except for emergency medications for allergies and/or reactions. (Refer to Self-Administered Medication)

#### E. IC 20-34-3-18

Medication that is possessed by the school for administration during school hours or at school functions, for students in grades K-12 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, by the student's parent, to transport the medication.

F. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.

G. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

H. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

#### **Self-Administered Medication (IC 20-33-8-13)**

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the school nurse/designee. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

The physician's statement must include the following information:

A. An acute or chronic disease or medical condition exists for which the medication is prescribed.

B. The student has been given instruction as how to self-administer the medication.

C. The nature of the disease or medical condition requires emergency administration of the medication. Manchester Community Schools or the School Board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

#### **Non-prescribed (Over the Counter) Medications**

No staff member will be permitted to supply non-prescribed, over-the-counter (OTC) medication to any student. (511-IAC-7-21-8)

Parents may authorize the school to administer a non-prescribed medication using the Student Medication Permit form, which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under Prescribed Medications will also apply to non-prescribed medications. All OTC medications will be secured in the health suite.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received. Discipline measures on pages 30-31 may be administered to the student.

A log for each OTC medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the parent's written release.

***Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's code of conduct and will be disciplined in accordance with the drug-use provisions of the code.***

## MESSAGES TO STUDENTS

There are times when a parent may need to call the school office to leave a message for their son or daughter. Call the office before **2:00** in the afternoon to allow office personnel time to deliver the message.

**Any changes in bus transportation are to be reported to the school office.** Please include the following information when requesting a bus change: student's name, date of request, bus number, address of destination, teacher's name, dates on which the change will be in effect.

## NON SCHOOL SPONSORED CLUBS & ACTIVITIES

Nonschool sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

No non corporation-sponsored organization may use the name of the school or school mascot.

## OFFICE

**School office hours: 7:30 A.M.- 4:00 P.M.**

Tommy Baldwin	<a href="mailto:Tommy_Baldwin@mcs.k12.in.us">Tommy_Baldwin@mcs.k12.in.us</a>	Principal
Fatima Hofer	<a href="mailto:Fatima_Hofer@mcs.k12.in.us">Fatima_Hofer@mcs.k12.in.us</a>	Treasurer
Jennifer Boone	<a href="mailto:Jennifer_Boone@mcs.k12.in.us">Jennifer_Boone@mcs.k12.in.us</a>	Secretary

## PEST CONTROL AND USE OF PESTICIDES

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

Manchester Intermediate School will annually inform parents and staff members of the pest control policy at registration and by a notice in the faculty/staff and student handbooks.

Parents who want to receive advance notice of all pesticide use should complete a form at registration. Upon this request, the school will notify parents two days prior to the date and time the pesticide application is to occur. In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible.

The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for more information. The contact person for Manchester Intermediate School is Randy Self, Principal.

## PETS & ANIMALS

Animals are **not** to be brought to school unless advance arrangements have been made with the classroom teacher and principal. Parents will need to transport animals to and from school. Students are **not** allowed to bring animals on the bus.

## RECESS GUIDELINES

- Students are to follow the instructions of all staff.
- Students are expected to play in the areas designated by the adult on duty.
- Students should come to school prepared with proper apparel to go outside. Boots are required to be out in the snow-covered areas. Students without boots are to remain on blacktop or cleared areas. If areas become muddy, students will be restricted to paved and gravel areas.
- Students are to be visible at all times.
- Permission must be granted by a recess supervisor to reenter the building, except in the case of an emergency.
- Students are not to be involved in the following: tackle football, wrestling, play-fighting, fighting, snow throwing, rock throwing, or destruction of snow forts or snow sculptures. Regular baseballs are not permitted.
- Playground equipment is to be used in the manner for which it was designed.
- Roller skates, skateboards, scooters, radios, tape players, etc. are to remain at home.
- Students should invite and allow others to play games with them.
- Good sportsmanship is to prevail at all times.

## SCHEDULE

Students should arrive no earlier than 8:10 a.m., unless they wish to eat breakfast. Breakfast is served starting at 8:05. No supervision is provided until 8:05 a.m. On Wednesdays, a modified schedule will be used. (see Schedule-Master, for times)

8:05 a.m.	Breakfast
8:10 a.m.	Doors open to students
8:20 a.m.	Classes begin
10:45 a.m.	Lunch and recess for 4th grade
11:15 a.m.	Lunch and recess for 5th grade
11:45 p.m.	Lunch and recess for 6th grade.
2:58 p.m.	Dismissal: walkers and bike riders excused after buses leave

### Arrival and Dismissal of Students

Parents who bring their children to school should drop them off along the sidewalk of the circular drive.

Parents who wish to pick up their children at the end of the school day may do so by using the circular drive in front of the building. We ask parents to form a single line and drive around the circular drive as if going through a drive-up bank or restaurant. Students will be picked up along the sidewalk area only. We do not allow students to run between parked cars to cross the drive. Students are not allowed to cut across the parking lot without the accompaniment of an adult.

Students will not be allowed to go with persons other than parents unless arrangements have been made with the teacher or principal. Students who walk home or ride bicycles will be dismissed after the buses depart. Students who ride bikes to school should place the bicycle in the bicycle rack immediately upon arriving at school. Bikes left in the bike rack should be locked and are the responsibility of the student rider.

## SCHOOL MESSENGER

School Messenger is an automated phone calling system that is used by administrators within Manchester Community Schools to send important information to parents/guardians throughout the school district. Some examples of how this phone system is used are: notification of low balances in lunch accounts, notification of important parent meetings or school events, school closing or delay information, and notification of a school emergency.

**SEARCH AND SEIZURE**  
**(refer to MCS Board Policies)**

**STUDENT CONDUCT**

**Harassment/Bullying by a Student**

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

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

**Sexual Harassment**

**A. Verbal:**

The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Corporation or third parties (visiting speaker, athletic team member, volunteer, parent, etc.).

**B. Nonverbal:**

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

**C. Physical Contact:**

Threatening or causing unwanted touching or contact of a sexual nature, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with a fellow student, staff member, or other person associated with the corporation, or third parties.

**Race/Color/Religion/National Origin/Age/Disability/Other Protected Forms of Harassment**

**A. Verbal:**

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the corporation, or third parties.

2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the corporation, or third parties by refusing to have any form of social interaction with the person.

**B. Nonverbal:**

Placing insulting or threatening objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the corporation, or third parties.

**C. Physical Contact:**

Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the corporation, or third parties.

### **Reporting Harassment**

Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the corporation, or third parties should make contact with a staff member, teacher, counselor or principal with whom the students would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly by the building administrator.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. Protect the confidentiality of the student who files a complaint;
- B. Encourage the reporting of any incidents of sexual or other forms of harassment;
- C. Protect the reputation of any party wrongfully charged with harassment.

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, considerations of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property, pride in one's work, achievement within the range of one's ability: and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this Corporation.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and any school-sponsored event.

Discipline on Corporation vehicles shall be the responsibility of the driver on regular bus runs. When Corporation vehicles are used for field trips and other Corporation activities, however, the teacher, coach, or advisor shall be responsible for student discipline. If a student becomes a serious discipline problem on the vehicle, the principal may suspend the transportation privileges of the student providing such suspension conforms with due process.

No student is to be detained after the close of the regular school day without parental notification.

The Superintendent shall establish a format for the development and dissemination of a student code of conduct for each school building. These codes of conduct will be reviewed by the Board of School Trustees on an annual basis.

Note: This student conduct policy applies to students attending school or school sponsored events (field trips, athletic events, etc.), both on the grounds of Manchester Intermediate School and away from MIS.

Note: The consequences listed below are suggested guidelines. Discipline may be initiated at any level, depending on the severity of the offense. In the event a violation of student conduct occurs during a class where a substitute teacher is employed, the consequences for the offense may be greater.

Note: In-School Suspension (ISS) may, at the discretion of the principal, be instituted in place of suspensions or detentions.

Note: In the event a recommendation for expulsion occurs, the student may be assigned up to ten days of out-of-school suspension pending the expulsion process.

Note: The classroom teacher is the primary disciplinarian. Students will be expected to follow school and classroom rules. Consequences will be determined in each classroom and may include student conferences, loss of recess(es), detention, parent contact, and other appropriate actions.

### **Enforcement of Student Behavior Standards & Code of Conduct**

1. The standards and the Code of Conduct will be enforced by School administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the School to supervise students.
2. The objectives of the enforcement of these standards and the Code of Conduct are:
  - a. to protect the physical safety of all persons and prevent damage to property;
  - b. to maintain an environment in which the educational objectives of the School can be achieved;
  - c. to enforce and instill the core values of the Manchester Community School Corporation and its school community
3. The seriousness of the offense and nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:
  - a. the nature and extent of any potential or actual injury, property damage, or disruption;
  - b. the student's prior disciplinary history and the relative success of any prior corrective efforts;
  - c. the willingness and ability of the student and the student's parents to participate in any corrective action;
  - d. the interest of other students in the School in a school environment free from behavior that violates the school's behavior standards.
  - e. any other aggravating or mitigating factor or circumstance including but not limited to zero tolerance policies.

### **The following list of behaviors are some examples of student misconduct:**

**DISRUPTION** of the educational atmosphere of the classroom and/or school in general (when teachers are unable to teach and learners are unable to learn).

**ROUGH PLAY, HORSEPLAY, PLAY FIGHTING, which** disrupts the educational process or endangers the student or others.

**DISRESPECT** toward another person, refusing direct instruction or reacting in a disrespectful manner.

**INTENTIONALLY** attempting to threaten or do bodily harm to a member of the school staff.

**BULLYING/INTIMIDATING/HARASSING, INCLUDING SEXUAL, RELIGIOUS, AND RACIAL**

**THREATENING** another student's life.

**FIGHTING OR INTENTIONALLY** attempting to do bodily harm to another student.

**VANDALIZING/STEALING** school property or private property at school.

**PUBLIC DISPLAYS OF AFFECTION**

## **RADIOS, TELEVISIONS, OR OTHER DISTRACTING TOYS**

## **CHEATING/PLAGIARISM**

**COMPUTER/COMPUTER DISK VANDALISM**, hacking, piracy, etc.

**POSSESSION/USE OF A WEAPON**, explosives, fireworks, firearms, ammunition, etc.

## **KNOWLEDGE OF DEADLY OR DANGEROUS WEAPONS OR THREATS OF VIOLENCE**

## **POSSESSION OF KNIVES**

### **POSSIBLE CONSEQUENCES**

In the event of an incident or offense listed above, any of the following disciplinary measures may be applied:

#### **Verbal Warning**

#### **No recess or lunch detention**

#### **Detention**

Detention is defined as an assigned period of time before or after school. The student must report to the area designated by the teacher/principal assigning the detention. Students may have assignments or work from the teacher/principal to do during the detention time. Chronically incomplete work will be just cause for assigned detention. Parent will be required to provide transportation.

#### **In-School Suspension**

In-School Suspension is defined is as a period of time students are not allowed to attend class but are expected to attend school. The student is assigned an isolated, supervised area in which to work for a period of up to three days. Students are responsible for assignments given and credit will be given for work completed.

#### **Friday Night School**

Friday Night School is defined as a detention time on Friday afternoon beginning at 3:15 and ending at 6:15. This detention will be held at MHS in a designated room with a supervisor. Students assigned to Friday night school must have materials to work on and will not be allowed to sleep, have food, drinks, Walkman, or other distracting toys. Students will be given 1 five-minute break to use the restroom.

#### **Shadow By Parent**

A parent may be requested to "shadow" their child for the entire school day.

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the School Corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of I.C.20-8.1-5.1, the Board of School Trustees authorizes administrators and staff members to take the following actions:

#### **Out-of-School Suspension**

Out-of-school suspension is defined as a period of time that students are not allowed to attend school or school sponsored activities. When a student is assigned out-of-school suspension, he/she becomes the responsibility of the parent/guardian for that period of time. Students are responsible for assignments given and credit will be given for work completed.

#### **Expulsion**

Expulsion is defined as a period of time (either the remainder of the current semester and/or the following semester) students are not allowed to attend school or any school-sponsored activities. If expulsion is recommended, the student

and his/her parents/guardians have the option of requesting a hearing to determine if the expulsion is justified. Students recommended for expulsion will receive ten days out-of-school suspension.

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days, according to guidelines established in the code of conduct.

In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule M listed under the Ground for Suspension or Expulsion in this policy.

### **Removal from Class or Activity - Teacher**

A teacher will have the right to remove a student from his/her classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

### **Grounds for Suspension or Expulsion**

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

A. using 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 only illustrative and not limited to the type of conduct prohibited by this subdivision:

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, corridor, or room.
  3. setting fire to or damaging any school building or property.
  4. prevention of or attempting to prevent by physical act, the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.
  5. continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under his/her supervision.
- B. causing or attempting to cause damage to school property, stealing or attempting to steal school property.
- C. causing or attempting to cause damage to private property, stealing
- D. 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.)
- E. threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
- F. knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
- G. 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 drug authorized by a medical prescription from a physician is not a violation of this subdivision.
- H. 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.
- I. failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- J. engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- K. violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:



1. engaging in sexual behavior on school property;
  2. disobedience of administrative authority;
  3. willful absences or tardiness of students;
  4. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
  5. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
- L. knowingly possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.

**M. Possession of a Firearm**

1. No student shall possess, handle or transmit any firearm on school property as defined by IC 35-47-1-5.
2. The penalty for possession of a firearm: ten (10) days suspension and expulsion from school for one (1) calendar year. The length of the expulsion may be reduced by the Superintendent if the circumstances warrant such reduction.
3. The superintendent shall notify the county prosecuting attorney’s office when a student is expelled under this rule.
4. The grounds for suspension or expulsion listed apply when a student is:
  - a. on school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group.
  - b. off school grounds at a school activity, function or event,
  - c. traveling to or from school or a school activity, function, or event.

In addition to the grounds listed above, 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, which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

**Suspension Procedures**

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

- A. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  1. a written or oral statement of the charges;
  2. if the student denies the charges, a summary of the evidence against the student will be presented; and,
  3. the student will be provided an opportunity to explain his/her conduct.
- B. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
- C. Following the suspension, the parents or guardians of suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student’s misconduct, and the action taken by the principal.

**Expulsion Procedures**

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

- A. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion:
  1. legal counsel
  2. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion
- B. An expulsion will not take place until the student and the student’s parents are asked to appear at an expulsion meeting conducted by the Superintendent or the person designated above. Failure by a student or a student’s parent to

appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

- C. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place and purpose of the meeting.
- D. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
- E. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of 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 parents.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the School Board within ten (10) days of the receipt of the notice of the action taken. The student or parent appeal to the School Board must be in writing. If an appeal is properly made, the Board must consider the appeal unless the Board votes not to hear the appeal. If the Board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The Board will then take any action deemed appropriate.

## **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The corporation maintains many students records including both directory information and confidential information.

Directory information includes:

In order to provide appropriate educational services and programming, the School Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students privacy and restrict access to student's personally identifiable information.

The School Board is responsible for maintaining records of all students attending schools in this Corporation. In addition to records mandated by the Federal Government, the State of Indiana requires that the School Corporation record or include in the official high school transcript for each high school student the following information:

- A. attendance records;
- B. the student's latest iLearn test results;
- C. any secondary level and postsecondary level certificates of achievement earned by the student;
- D. immunization information from the student's immunization record.

The Board also authorizes the collection of other student information including, but not limited to:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as:
  - 1. interest inventories and aptitude tests,
  - 2. vocational preference inventories
  - 3. achievement tests,
  - 4. standardized intelligence tests
- D. authenticated information provided by a parent or adult student concerning achievements and other school activities which the parent or student wants to make a part of the record
- E. verified reports of serious or recurrent behavior patterns
- F. rank in class and academic honors earned
- G. psychological tests
- H. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, adult students, designated school officials and personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stated otherwise by court order. In the case of adult students (individuals eighteen (18) and older), parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under Section 152 of the Internal Revenue Code.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the Corporation" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family as defined in Corporation administrative guidelines.

The Board authorizes the administration to:

- A. forward student records on request to a school or school corporation in which a student of this Corporation seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- C. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information to a third party;
- D. disclose or report educational records to a State or local juvenile agency when the disclosure or reporting relates to the ability of the juvenile justice system to serve, before adjudication, the student whose records are being released; and the juvenile justice agency receiving the information certifies, in writing, that the agency or individual receiving the information has agreed not to disclose it to a third party, other than another juvenile justice agency, without the consent of the child's parent, guardian, or custodian. A disclosure or reporting of educational records concerning a child who has been adjudicated as a delinquent child shall be treated as related to the ability of the juvenile justice system to serve the child before adjudication if the agency provides documentation to the School Corporation that the agency seeks the information in order to identify and intervene with the child as a juvenile at risk of delinquency rather than to obtain information solely related to the supervision of the child as an adjudicated delinquent child.

The Corporation will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records.

The Corporation shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/adult student consent was obtained.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the Corporation's policy and administrative guidelines and/or those specified in the law.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written request consent of a parent. Parents may refuse to allow the Board to disclose any or all “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board’s annual Family Education and Privacy Act (FERPA) notice which can be found at the Superintendent’s Office.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers, and communications with family and outside service providers.

Students and parents have the right to review and receive and copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the Corporation’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student’s parents;
2. Mental or psychological problems of the student or the student’s family;
3. Sex behavior or attitudes
4. Illegal, anti-social, self incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or his/her parents; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the principal receives the request. The information a parent may access includes:

1. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
2. The administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Information inquiries may be sent to the Family Policy Compliance Office via the following e-mail addresses:

FERPA@ED.Gov; and  
PPRA@ED.Gov

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff or suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

If, for some reason, this is not possible, the student should seek help from the building principal.

#### **Student Suggestions and Complaints**

The School is here to educate and benefit the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the School, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns, and grievances may be directed to the Principal or to the student government.

If the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard, the student may file a grievance with building principal. That grievance will be promptly investigated and findings will be shared with the student. A student may not use the grievance procedure to change a grade.

#### **Student Rights of Expression**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material, buttons, badges, or other insignia; and the like. All items must meet school guidelines.

A material cannot be displayed or distributed if it:

1. is obscene to minors, libelous, indecent, or vulgar,

2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting; or
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the building principal twenty-four (24) hours prior to display.

## **STUDENT SERVICES**

### **Psychological**

Students sometimes experience problems in school that do not allow them to perform to their capabilities. At a parent conference, the teacher and/or administrator may suggest professional help which is available to identify specific problems the student is experiencing. The professional psychologist gives a battery of tests to help identify problem areas. After evaluation of the child, the psychologist, classroom teacher, and principal will meet with the parents and discuss the results and suggest appropriate interventions.

Normally, it is the teacher who initiates the testing; however, parents may initiate the testing procedure by contacting the teacher or principal. **No psychological evaluation is ever done without the parent's permission.** If you have any questions about these procedures, please contact your child's teacher.

### **Substance Abuse Assessment**

Substance abuse assessments are available through the school guidance counselor

### **Speech and Hearing Classes**

Speech and Hearing therapy is available to those students who are experiencing difficulty in learning to speak correctly or who have hearing losses, which interfere with their educational program. Children experiencing difficulty in the area of speech may have a problem learning certain sounds. There are some children who have difficulty in the area of language, which could include auditory processing, speaking, or writing. The goal of the therapy program is to assist each child in learning to express himself/herself accurately, effortlessly, and without embarrassment. Therapy is based upon the needs of the child. Games, homework assignments, tape recordings, and mirrors are utilized in the therapy program.

Parent conferences are held to develop an Individual Education Program (IEP) for each student enrolled. The parent and teacher meet to discuss the student's progress. The IEP communicates what services the child will receive during the school year.

## **SPECIAL EDUCATION**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the Corporation's programs and facilities.

The law defines person with a disability as anyone who:

1. Has a mental or physical impairment that substantially limits one or more major life activities
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment

The Corporation has specific responsibilities under these two laws, which include identifying, reviewing, and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Students are entitled to a free appropriate public education in the "least restrictive environment." The School provides a variety of special education programs for students identified as having a disability as defined by the Individual with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the building principal at 982-8685.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school, should contact the building principal at 982-8685.

## **STUDENT WELLBEING**

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify a staff person immediately.

The Corporation may utilize video surveillance and electronic monitoring in order to protect Corporation property, promote security, and protect the health, welfare, and safety of students, staff, and visitors.

All students must have an emergency medical form completed, signed by a parent or guardian, and filed in the school office. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

## **SUBSTANCE ABUSE POLICIES, GUIDELINES & PROCEDURES**

### **Procedures for Violations**

These procedures apply to all students attending school or school-sponsored events (field trips, athletic events, etc.). Due process procedures will be followed. The disposition of each offense listed will be imposed at the discretion of the building principal. Proper authorities will be notified.

Illegally and/ or Improperly under the influence and/or in possession of tobacco (including eCigarettes):

#### **A. First Offense**

- Student is recommended for expulsion for the remainder of the present and following semester, however, the principal will recommend that the expulsion proceedings be suspended as long as all of the following criteria are met:

1. Student is suspended from school for up to ten days.
2. Student must meet with the Substance Abuse Coordinator for a preliminary interview.
3. Student must be in compliance with the requirements of a substance abuse assessment ordered by the Substance Abuse Coordinator.
4. Student and Parents sign a waiver of due process for the remainder of the current and next semester. The waiver will include the stipulations that the requirements from #3 above must be satisfactorily completed and any violation of school codes of conduct for which the consequence is suspension from school (either in-school or out-of-school suspension) will be a violation of the conditions of the waiver.

#### **B. Second (and subsequent) Offense Within the Same School Year**

- Student is recommended for expulsion for the current and/or next semester

Dealing/Sharing/Selling of any substances

#### **A. First Offense**

- Student is recommended for expulsion for the current and/or next semester

## TELEPHONE

**Permission to use the telephone must be given by the classroom teacher or the office personnel.** Students will not be allowed to call home for assignments, books, or Chromebooks unless the teacher feels these items are critical for the day's instruction. All arrangements for after school activities must be made prior to coming to school.

While students may possess cellular phones on school property, students are prohibited from turning on their phones or allowing them to be visible during the school day.

## TRADING ITEMS

Trading and selling of any products at school are prohibited.

## TRANSFER OUT OF THE CORPORATION

If a student plans to transfer from Manchester Intermediate School, the parent must notify the principal. School records shall be transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact the office for specific details.

## TRANSPORTATION

The School provides bus transportation for all students. The bus schedule and route is available by contacting the Central Office.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the principal stating the reason for the request and the duration of the change and the principal approves.

**Any changes in bus transportation are to be reported to the school office.** Please include the following information when requesting a bus change: student's name, date of request, bus number, address of destination, teacher's name, dates on which the change will be in effect.

### Rules for Students Riding Buses

School bus drivers are responsible for all the students on their bus as they are transported to and from school. The driver must keep order and maintain discipline among the children while in the bus or along the route, must treat all the children in a civil manner, must see that no child is imposed upon or mistreated while in the driver's charge, and must exercise every care for the safety of the students under the driver's charge. School bus drivers must make sure that the following regulations are observed by all passengers, and may have additional rules for the individual bus.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

### Bus Conduct

Students who are riding to and from School on transportation provided by the School are required to follow some basic safety rules. This applies to School-owned buses as well as any contracted transportation that may be provided.

The following behaviors are expected of all students:

#### **Prior to loading (on the road and at school)**

Each student shall:

- be on time at the designated loading zone ( 5-10 minutes prior to scheduled stop);



- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

### **During the trip**

Each student shall:

- remain seated while the bus is in motion;
- keep head, hands, arms, and legs inside the bus at all times;
- not litter in the bus or throw anything from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not eat or play games, cards, etc.;
- not tamper with the bus or any of its equipment.

### **Leaving the bus**

Each student shall:

- remain seated until the bus has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at School unless s/he has proper authorization from School officials.

Note to parents: Riding the school bus is a privilege. If a bus suspension occurs, arrangements must be made for the student to be in attendance in school. Furthermore, arrangements must be made for the student to be dropped off no earlier than 15 minutes before school begins and to be picked up no later than 15 minutes after school has been dismissed. **Certain behavior depending on severity, can result in immediate loss of bus riding privileges and/or consequences normally assigned at a higher offense level.** In addition, any consequence assigned at the end of one school year and not able to be completed in that year will be carried over to the next school year.

### **Video Surveillance**

The School Board has authorized the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded, the video will be submitted to the Principal and may be used as evidence of the misbehavior. These videos must be viewed in accordance with federal law.

### **Cell Phones**

Students are permitted to have electronic devices on the bus as long as they are silent from noise. Cell phones may be used as long as it is not a distraction. Items must be kept in book bags upon arrival at school.

### **Level I (Most Severe)**

1st Offense: Refer to regular discipline plan.

\*Intentionally attempting to threaten or do bodily harm to a bus driver

\*Possession of a weapon, explosives, fireworks, etc.

\*Possession/use/under the influence of illegal drugs (including alcohol and tobacco)

\*Vandalizing/stealing the private property of a bus driver

## **Level II**

- 1st Offense: Student is removed from all school buses for 1-5 school days.
- 2nd Offense: Student is removed from all school buses for 20 school days.
- 3rd Offense: Student is removed from all school buses for 45 school days.
- 4th Offense: Student is removed from all school buses for the remainder of the school year (note: if the offense occurs in the last month of a school year, the consequence will include the first semester of the next school year).

\*Disrespect toward the bus driver; refusing direct instruction or reacting in a disrespectful manner.

\*Threatening/intimidating/harassing (including sexual and racial) another student (Life threatening offenses will be treated at Level I)

\*Vandalizing/stealing school property or another student's private property

\*Fighting or intentionally attempting to do bodily harm to another student

## **Level III (Least Severe)**

- 1st Offense: Student is issued an official warning.
- 2nd Offense: Student is removed from all school buses for 1-5 school days.
- 3rd Offense: Student is removed from all school buses for 20 school days.
- 4th Offense: Student is removed from all school buses for 45 school days.
- 5th Offense: Student is removed from all school buses for the remainder of the school year (note: If the offense occurs in the last month of a school year, the consequence will include the first semester of the next school year).

\*Disruption to the safe atmosphere of the bus

\*Disrespect toward another student

\*Public display of affection

\*Possession/Use of distracting toys, including water toys

## **4200 Criminal Gangs and Criminal Gang Activity in Schools**

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

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that Specifically:

(1) either:

(A) promotes, sponsors, or assists in; or

(B) participates in; or

(2) requires as a condition of membership or continued membership: the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the

student offenders and the students' histories of inappropriate behaviors per the code of conduct. Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident. The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but no later than five school days from the date of the report of the alleged incident of criminal gang activity. The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion. The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner. As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

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

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings. Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year. This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publication of the school corporation that set forth the rules and procedures for schools within the school corporation. School officials are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs, including but not limited to:

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact.) The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.

3. Coordinate resources and funding opportunities to support gang prevention and intervention activities.

4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

LEGAL REFERENCE:

IC 20-26- 18

IC 20-33- 9-10.5

IC 35-45- 9-1