



## **A MESSAGE FROM THE PRINCIPAL**

Dear Stonybrook Families,

I am excited to welcome you to a new school year, full of new beginnings and new opportunities. As part of your student's successful start, we are providing this PASSPORT so that we can begin practicing the importance of managing assignments, time, and planning ahead. Please encourage your student to write down information, check that progress in using it, and most importantly praise them when you know they are demonstrating organizational skills that help them to become successful. The more your student practices the skill of recording and writing down academic, athletic, and extra-curricular information; the better prepared they will be for their successful matriculation to high school and college.

Looking forward to a year dedicated to developing successful habits!

Mr. Day

## **STONYBROOK'S MISSION STATEMENT**

Stonybrook Middle School prepares a diverse community of students to become life-long learners in an ever-changing world.

## **"SCHOLARS TO THE C.O.R.E."**

- Civility
- Order
- Respect
- Excellence

## **STONYBROOK'S CORE BELIEFS**

- We believe in educating young minds by developing academic and social skills.
- We believe in providing the opportunity for students to become responsible citizens.
- We believe in modeling behavior to build and develop character.
- We believe in providing a safe physical and social environment.
- We believe in fostering mutual respect, which is the cornerstone of success.

# Stonybrook's ABC'S



## **ATTENDANCE**

All students are expected to attend school regularly and to be on time for classes. It has been shown that students who have good attendance records achieve higher grades, enjoy school more, and are much more employable after leaving school. Likewise, there is a direct relationship between poor attendance and school failure.

Students absent from school for reasons other than those listed below will be counted truant or unexcused from school:

1. Personal illness or injury
2. Death in the immediate family
3. Attendance at a funeral
4. State fair exhibiting
5. Religious holidays
6. Working at elections

\*Please Note: A student's absence from school because of a vacation is considered unexcused.

### **ATTENDANCE PROCEDURES**

1. The parent/guardian should report the absence of the student by telephone EACH day of the absence prior to 8:30 A.M. The Stonybrook phone number is 532-8800. A student absence not reported by phone before 9:30 A.M. will be considered unexcused unless a note from the parent/guardian is presented to the main office the FIRST day a student returns to school.
2. Students tardy to school for any reason must sign in at the attendance desk and then report directly to attendance secretary in the main office for an admit slip prior to going to the locker or class. Students with three tardies to school will meet with **the assistant principal to address tardiness**. Students who are tardy to school frequently miss vital instruction. Three or more tardiness to school may result in consequences such as but not limited to after school detentions, in school interventions, and/or referral to truancy.
3. When a student misses 5 unexcused days of school, a letter will be sent to the home informing the family of the situation. At 8 days of unexcused absences, a legal notice of Compulsory Attendance Law in Indiana and its requirements will be mailed home. \*5 days + are considered excessive.
4. Legal notice may be sent requiring the parents to provide a doctor's note to cover future absences. If the doctor's note is not provided, the absence will be unexcused. Unexcused absences may result in suspension, expulsion, or court referral. Stonybrook works closely with the Marion County Juvenile Court and the Truancy Court that travels to school districts in our county. Truants and their parents/guardians can expect to be referred to this court.
5. Students who are absent from school may not attend nor participate in any Stonybrook-sponsored after-school activity. Students must be present a minimum of 50% of the regular school day in order to participate in any Stonybrook-sponsored after-school activity.

### **ACTIVITY BUSES**

Activity buses may be provided for academic and non-athletic extracurricular activities only. Athletes must be picked up after practice/game by parent or guardian at designated time. Bus rules and regulations must be adhered to as on the regular bus routes. The activity bus is for participants in activities and athletics, not spectators.

### **ATHLETICS & OTHER EXTRACURRICULAR ACTIVITIES**

Stonybrook offers a wide variety of athletic teams and extracurricular activities throughout the school year. Students must have a passing grade in citizenship in order to participate in any school-sponsored activity. (See ATHLETIC HANDBOOK FOR DETAILS.)

1. Athletes/Extracurricular Attendees earning detention will not practice or participate in an event on the day detention is served.
2. Athletes/Extracurricular Attendees earning in-school intervention may not practice or participate in an event during the term of the intervention.
3. Athletes earning out-of-school suspension will lose eligibility for that sport.

### **BEHAVIOR EXPECTATIONS**

STONYBROOK EXPECTATIONS FOR STUDENT BEHAVIOR

1. No food or drinks are allowed in classrooms, and they may not be carried around in the building or sold by students for personal gain or for outside organizations. In order to ensure that our building stays clean, neat, and free of insects, all soda pop, snacks, or other food items are not to be kept in lockers. A student may be given an appropriate consequence for violation of this expectation.
2. Any bag used to carry books is prohibited in classrooms; even draw string mini bags. Purses should not be able to fit a book in them.
3. The halls are to be orderly and business-like at all times. Running, loud talking and shouting, pushing, and roughhousing are not allowed in the corridors or the classrooms.
4. Students will stay in assigned areas unless permission is given to go elsewhere. Restroom breaks and getting drinks of water should be taken care of between classes. Students must always carry "Passports" when out of class and in the halls.
5. Students must be in their assigned seats and ready to begin class with books and supplies when bell rings.
6. Students are reminded that any adult in the building may address safety concerns displayed by any student at any time. All staff members are to be treated courteously and respectfully at all times.
7. Electronic devices brought to school are subject to confiscation by school administration. Confiscated electronic devices are returned only to parents/guardians. While every effort is made to safeguard confiscated items, the school and school corporation are not responsible for damage or disappearance of any confiscated item. Students are expected to ensure that electronic devices are not brought to school.

### **BOOK RENTAL AND FEES**

In Warren Township students rent their textbooks. The exact amount and due date will be announced. Parents are expected to pay their student's fees prior to the opening of school during the registration period. Master Card and Visa are available, or other payment plans may be arranged with the school treasurer. Please make your check payable to Stonybrook and include your child's name and grade on the check. Each student will be held responsible for the condition of his/her book, and disregard for this condition can lead to fines or penalties. Students will be responsible for replacement cost of lost books. Students may also be required to purchase other items as needed for certain classes.

### **BOOKSTORE**

The bookstore will have almost everything your student will need for school including gym clothes. The bookstore is open every Tuesday and Thursday during school hours.

### **BULLYING AT STONYBROOK**

Bullying, teasing, intimidation and harassment of other students WILL NOT be tolerated. RESPECT is the expectation for self and for others. If you should have a concern, believe, or witness behavior that you FEEL is bullying please share that information with any adult at school or someone you trust at home. Sharing information out of concern for yourself or another person is being a proactive leader. By letting the staff at Stonybrook (hall monitor, teacher, instructional assistants, secretaries, school nurse, bus drivers, counselors or administrators) know, you are giving us the opportunity to intervene and work on your behalf before something really hurtful takes place.

Help us help you and other students . . . keep your eyes open, listen to your heart, and share information that you feel an adult should know . . . no matter how small. We care about our Stonybrook Scholars . . . we want everyone to feel safe and special while at school.

### **CAFETERIA POLICY**

Students will eat lunch according to their class schedule. The price of lunch and extra items will be announced at the start of the school year. If they wish, students may bring a lunch and purchase milk at school. The menu for the week will be found in the ARROW. Everyone wants lunch to be an enjoyable time, so it is important that everyone be courteous and cooperative at all times. In order

to maintain our schedule and prevent disruption, parents/guardians may not bring in fast food/soft drinks without prior permission from the principal. The following guidelines will be followed during the lunch periods:

1. Students are to arrive to lunch on time and to be seated in assigned tables.
2. Students are expected to bring their lunch or to buy their lunch before purchasing ice cream novelties. No student is to buy ice cream for other students. (Federal regulations state that students must have lunch before buying ice cream.)
3. Students participating in the Federal School Lunch Program are strictly prohibited from selling their lunches or portions of them. Students who violate this rule will be removed from the program.
4. Student line cuts are prohibited unless authorized by a staff member.
5. Upon exiting the serving line, students must obtain all condiments, salad dressing, etc. All salad dressing, condiments, etc. are to be left on the serving table.
6. All students must remain seated until all others at the table have finished eating. All students at the table will then be permitted to dispose of trash. Students are expected to return to the table and wait for dismissal. Students should not block the aisles with chairs, move chairs from one place to another, or sit on tables.
7. Students are responsible for any paper or food items left at or around the table. It is expected that the table and the area surrounding it be left clean for the incoming group. All students are reminded that their efforts to leave the cafeteria clean and orderly are a necessity.
8. No student is to leave the cafeteria for any reason without first asking permission from the staff member in charge of the cafeteria.
9. Students must stay at their assigned seats and not wander aimlessly around the cafeteria. Students must receive permission from a staff member before leaving their assigned table.
10. Students are to refrain from excessive loud behavior, table pounding, or any other inappropriate behavior. Penalties will be assessed for misbehavior.
11. Students are to line up to return to class when and where their teacher designates.
12. Students are not permitted to take food or drink out of the cafeteria for any reason.

### **CITIZENSHIP GRADE**

The loss of these athletic and activity privileges are at the discretion of the grade level administrator/outlined in Athletic Handbook. The student's participation with extracurricular activities is at the discretion of their grade level administrator. This probationary opportunity will be offered at the beginning of the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarter. An out-of-school suspension will result in an automatic "F" in citizenship.

### **COMMUNICATION**

The Stonybrook Newsletter is available on the school website. This bulletin informs parents and students of upcoming events, special notices, and menus for the week. Parents interested in receiving our school's daily announcements via e-mail may contact the principal's secretary, Jina Summers at 532-8832 or [jsummers@warren.k12.in.us](mailto:jsummers@warren.k12.in.us) Parents are encouraged to contact teachers via phone or e-mail.

### **EARLY ARRIVALS AND LATE DEPARTURES**

Students and parents should note that school begins when the buses unload at 7:20 A.M. and dismisses at 2:50 P.M. Any student arriving prior to 7:20 A.M. or staying after the scheduled end of the school day other than for a scheduled, supervised activity (athletic or music practices, clubs, tutoring, etc.) must have the prior written approval of an administrator. Parents/Guardian should request such approval in writing.

Students at no time are allowed in any area of the building other than their designated activity area before, during and after the school day. **STUDENT SAFETY AND SCHOOL SECURITY REQUIRE STRICT COMPLIANCE WITH THESE RULES.**

**EARLY PICK-UP**

If it is necessary for a student to leave early, he/she must bring a note to the attendance office before first period. The student’s name will appear on the “leave early” list and the teacher will allow the student to leave the classroom. It is the student’s responsibility to come to the office at the designated time. The parent/guardian must sign the student out at the attendance desk before the student will be allowed to leave the building.

**FIRST AID AND MEDICATION**

First aid can be obtained from the nurse’s office. A student MUST have a pass to come to the nurse’s office. Please do NOT send your child to school if one or more of the following symptoms are present: diarrhea, vomiting, sore throat with swollen lymph nodes, severe coughing, eye discharge or redness, or fever of 100 or more. Please do NOT send the child back to school until he/she has been fever-free (without fever-reducing medications) and with no vomiting/diarrhea for 24 hours. Antibiotics prescribed for eye or throat infections must be given for 24 hours before the student returns to school. Parents should bring medication to school only when it is absolutely necessary for them to take such medication while they are at school. ALL medication must be in its original container. Written verification is required from the student’s physician and parents or guardians for prescription medication. Written verification is also required from the student’s parents or guardians for nonprescription medicine. The student must report to the nurse at the time medication is required. State law requires that all medication (prescription and nonprescription) must be given to the school nurse. State law forbids students from taking any medication from school to home on the bus. Parents/Guardians must personally come to school to pick up unused medicine.

**GRADES AND HONOR ROLL**

Each student will receive a report card each nine weeks.

Warren Township students are given letter grades that are derived from percentages. Each letter grade is given a point value. The percentage, letter grade, and point value are listed below.

93 – 100%	A	4.00	73 – 76%	C	2.00
90 – 92%	A-	3.67	70 – 72%	C-	1.67
87 – 89%	B+	3.33	67 – 69%	D+	1.33
83 – 86%	B	3.00	63 – 66%	D	1.00
80 – 82%	B-	2.67	60 – 62%	D-	0.67
77 – 79%	C+	2.33	Below 59%	F	0.00

Honor Roll will be published each grading period. All class grades will be averaged for honor roll purposes. To be eligible for the honor roll a student cannot have any grade D or F on their report card.

Students listed on the honor roll must have a “B” or better in citizenship. Qualifications for “A” honor roll: All “A’s” and no more than one “B”. Qualifications for “B” honor roll: All “A’s” and “B’s” and no more than one “C”.

**INTERNET USAGE**

The use of technology is an important part of the educational process. Students at Stonybrook are expected to follow the guidelines in the Warren Township Authorized User Procedures, which all township students and personnel must sign, as well as use good judgment when using school computers and other technological equipment. All Internet use shall be for the purpose of providing information for the students so that they may have a better understanding of subject matter. Students are to access only web sites, which the classroom teacher or media center staff has approved. Although the Township attempts to block any unacceptable sites, a student may occasionally discover a site that is not appropriate for students because of language, violence, or

other reason. In this case the student must inform the teacher on duty that this site can be accessed, and the teacher will ask the Township Web Master to block this site. Students at Stonybrook are not allowed to have e-mail accounts on school computers. Students are to print material from the Internet only after obtaining a teacher's or staff member's permission. Students who fail to follow these guidelines or who purposefully access an unacceptable site may receive a referral and lose all Internet privileges for a specified period of time. Further Township guidelines regarding Internet access and use may be found in the *Student's Rights and Responsibilities Handbook*.

## **LOCKERS**

Team teachers will assign lockers. Under no circumstances are pictures or other objects to be pasted or placed on lockers. All lockers are the property of the school and are subject to inspection. Students are requested to keep the lockers as clean as possible. Except for lunch bags, no food or drink is to be left in the lockers. There will be periodic locker clean-outs. **Students will be supplied with combination locks, these must be on their lockers to prevent theft. The school is not responsible for lost or stolen items. DO NOT GIVE THIS COMBINATION TO ANYONE OTHER THAN THE DESIGNATED TEACHER. Each student is to use only the locker and lock assigned to him/her. All book bags must be left in the students' lockers. Students' who lose their locks will be charged a \$5.00 replacement fee.**

## **MAKE-UP WORK**

It is the student's responsibility to make up missed schoolwork and tests when absent. Missed assignments for one to three days may be obtained by calling the team hot line (see further information below). A student who is absent three or more days may call the guidance counselor for missed homework assignments. If this call is made prior to 8:30 A.M., work will be available for pick-up after 2:30 P.M. in the guidance office. According to School Board policy, students will have the number of days they were absent in which to make up missed work.

A student will be not awarded credit for make-up work when he/she has an unexcused absence, is truant, or is suspended. The student will receive an "F" grade for any tests or work in the class or classes from which he/she is unexcused, truant, or suspended. A percentage penalty will not be deducted from a student's grade for unexcused absence, unless regularly established daily percentage grade participation is given.

## **MEDIA PLEX**

The school's Mediaplex is available for students to check out books for free reading. The Language Arts classes schedule times for check out on a regular basis. School classes are scheduled into the Mediaplex's labs at the individual teacher request. Students are reminded to maintain a quiet atmosphere, treat all materials with respect, and to return all materials on time.

## **PROMOTION AND RETENTION POLICY OF STUDENTS**

1. Promotion of 7th and 8th graders is determined by a point system. A student must earn a minimum of 24 points in any one academic year. A course which meets for both semesters (36 weeks) is awarded 6 points for a final passing grade. Courses which meet for one semester (18 weeks) are awarded 3 points for a final passing grade. Courses, which meet for 9 weeks, are awarded 1.5 points for a final passing grade.
2. Students must earn a passing grade in either English or math each year. If either English or math is failed consecutively in the 7th or 8th grades, the student is not eligible for promotion into the next grade. Promotion may be based on grade level state tests and achievement tests.
3. Students in grade 7 or 8 who have not earned the minimum of 24 points may be retained at their present grade level. Students in grade 7 and 8 with fewer than 24 points may be assigned to the next grade level for reasons other than academic achievement only on recommendation of the principal and approval of the Superintendent or designee.

## **SCHOOL SUPPLIES**

List AVAILABLE ON WEBSITE or in the main office.

## **SUSPENSIONS**

Students suspended from school cannot be on MSD Warren Township property during the length of their suspension. During the 9 weeks and or semester of their suspension, students may not participate in extra- curricular activities. Suspensions will earn an F for Citizenship grade during that 9 weeks.

## **STUDENT PLANNERS/PASSPORT**

All students are issued a Student Planner at the beginning of each semester. The Planner is a daily homework log, and can be signed weekly by parent and teachers if requested. A lost Planner may be replaced at the bookstore for \$4.00.

## **TELEPHONE**

School phones are for school personnel to use to conduct school business. Students may use the regular school phone only for emergencies. **Arrangements regarding after-school activities are to be made before school.** Students will not be allowed to use the school phones for this purpose.

## **WITHDRAWAL**

Please contact the attendance office at least two days before leaving school so that proper withdrawal papers can be prepared. Students must bring a note from the parent/guardian to start the withdrawal procedures. Any student withdrawing from Stonybrook must pay all financial obligations and return all textbooks, library books, and other school materials before a transcript of credit will be given to any school or corporation enrolling the student.

## **TOWNSHIP RULES FOR STUDENT BEHAVIOR**

### **TYPES OF INAPPROPRIATE BEHAVIOR DEFINED**

Schools, just as in all of society, need rules and regulations to protect the rights of all students. Students have a right to know what is expected of them. School rules are written to describe limits of student behavior. To enforce reasonable rules in a consistent manner is to improve the educational climate for the student to enjoy. Grounds for suspension or expulsion apply when a student is on school grounds before or during school hours; after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity or event; and/or at a school bus stop, traveling to or from school or a school activity or event. A student's degree of involvement for violating any type of inappropriate behavior may be considered.

**The following list contains types of misconduct that can lead to disciplinary action, including suspension and expulsion:**

NOTE: THIS LIST INCLUDES EXAMPLES OF, AND BY NO MEANS EXHAUSTS ALL TYPES OF, STUDENT MISCONDUCT.

### **Code 1 Possession or use of Alcohol**

**Code 2 Drugs/Paraphernalia and Look-alikes** Possessing, soliciting using, transmitting, or being under the influence of any non- authorized prescription medication, over-the-counter drug, stimulant, inhalant, depressant, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this code. *(Students must follow administration of medication guidelines found in Section XVII of the Student Rights & Responsibilities Handbook.)* 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 is a violation. 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 is a violation. Possession, use or transmission of paraphernalia,

i.e. pipes, clips, rolling papers, inhaling devices, etc. is a violation.

**Code 3 Weapons/Use of an Object as a Weapon. Knowledge of Deadly or Dangerous Weapons**

Possession of a knife, blades, Chinese Throwing Star, brass knuckles, object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, chains, chemical spray or aerosol sprays of any kind, pens, pencils, laser pointers, jewelry etc. Intentional injury to another can be a felony and/or a cause for civil action. Because the School Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to the school administration. Failure to report such knowledge of petitions or plans is a violation of this code.

**Code 4 Possession of a Handgun**

**Code 5 Possession of a Rifle or Shotgun**

**Code 6 Firearms/Use of an Object as a Weapon/Knowledge of Deadly or Dangerous Weapon**

Possession of a stun gun, look-a-like gun or any instrument that expels a projectile through pressurized cartridges or springs, as well as any spot marker gun (*such as paint guns*), explosives, ammunition, MAY RESULT IN ARREST.

**Code 7 Smoking/Possession of Smoking Materials** Possessing, soliciting, using or transmitting smoking material or tobacco products (*i.e. cigarettes, lighter, chewing tobacco, etc.*)

**Code 9 Legal Settlement Violation** A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled and the student was not previously approved as a non-resident student by the school district. Intentionally giving false legal settlement information to school officials may result in an extended period of expulsion and any applicable tuition revenue not reimbursed by the Indiana Department of Education.

**Code 11 Fighting** Aggressive, physical conflict between two or more individuals.

**Code 12 Battery** Student knowingly or intentionally touches another person in a rude, insolent, or angry manner causing or intent to cause bodily injury I.C. 35-42-2-1.

**Code 13 Intimidation** Communicating a threat with the intent that the other person engage in conduct against their will or be placed in fear of retaliation. I.C. 35-45-2-1

**Code 14 Use of Abusive language**

Written language, spoken language, or physical gestures that are offensive, obscene, or vulgar.

**Code 15 Defiance of School Personnel's Authority** A verbal or non-verbal refusal to comply with a reasonable request from school personnel. Failing in a substantial number of instances to comply with directions of teachers or other personnel where the failure constitutes an interference with school purposes or an educational function (*i.e. habitual offender, refusal to provide proper identification to school personnel/security upon request*).

**Code 16 Unexcused Absences/Excessive Absences** Absences from school or class without authorization or approved reason. Excessive absences without approved authorization by school officials.

**Code 17 Vandalism** To destroy, deface, or attempt to destroy or deface township or personal property regardless of intent, (*willful, malicious, or accidental*) The student will be liable for restitution.

**Code 10-18 General Classroom Disruption/ Disorderly Conduct** Behavior that produces distractions, frictions, disturbances, or that interfere with the functioning of the teacher, the students, or the class.

**Code 10-19 Inflammatory Actions/ Disorderly Conduct/Withholding Information**

Language, gestures or actions that can create a disturbance i.e. (*using gang signals, symbols, or representations, placing a false 911 call, etc...*) Withholding of information about student misconduct and/or the withholding of information that may threaten the safe and orderly educational environment, otherwise assisting in student misconduct. Inciting, conspiring, or encouraging other students to participate in a disorderly act.

**Code 10-20 Tardiness/Lateness** Being late beyond the scheduled beginning of a school day or class without authorization or approved reason is a violation of school policy.



**Code10-21 Loitering/Out of Assigned Area** A student's unauthorized presence in an area.

**Code10-22 Disruption on the School Bus or Unauthorized Passage on the Bus**

Any misconduct or violation of school codes or bus safety rules on the school bus, disrespect to the driver, or vandalism to the bus.

**Code10-23 Trespassing** Remaining on the school property without authorization (*including while under suspension or expulsion or attending school function or event without authorization.*)

Unauthorized access into another person's vehicle or property.

**Code10-24 General Disruption of the Orderly Educational Process/Disorderly Conduct/Terroristic Threats or Acts** (*On or Off Campus.*) Behavior that seriously disrupts any school activity or the orderly operation of the school. Some examples include major fights, boycotts, sit-ins and walk-outs, blocking entrances, placing a false 911 call, and unauthorized gatherings. Terroristic threat-shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. Terroristic act-shall mean an offense against property or involving danger to another person.

**Code10-25 Gambling** Participation in games of chance for money and/or other things of value (*possession of dice*).

**Code10-26 Harassment/Hazing, Defamation of Character** Harassment of any form, whether verbal or physical, including homebased web sites and computer misuse against another person based on age, color, creed, disability, gender, marital status, national origin, race, religion, or of sexual nature, will subject a student to timely and appropriate discipline. False accusations made of one's character.

**Code10-27 Simple Assault, Threats of Violence, Bullying**

A threat or attempt to do bodily harm to another, with or without physical contact or intentionally causing or attempting to cause physical injury to any person. Bullying, as an overt, repeated act designed to harass, ridicule, intimidate or humiliate another student and/or written threats is a violation of this code. Self-defense as a restrained and/or non-aggressive action undertaken on the reasonable belief that it was necessary to protect oneself or another person does not, however, constitute a violation of this provision. **Bullying:**

a. Bullying is prohibited by the MSD of Warren Township. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.

b. Definition: Bullying is defined as overt, repeated acts or gestures, including:

1. verbal or written communication transmitted
2. physical acts committed
3. any other behaviors committed by a student or group of students against another

student with the intent to harass, ridicule, humiliate, or harm the other student. Cyberbullying is defined as repeated misuse of technology to harass, intimidate, bully, or terrorize another person,

c. Applicability: This rule applies when the bullying student is:

1. on school grounds immediately before or during schools hours, immediately after school hours, or at any other time when the school is being used by a school group;
2. off school grounds at a school activity, function, or event;
3. traveling to or from school or a school activity, function, or event; or
4. using property or equipment provided by the school

**Code10-28 Offensive Touching/Inappropriate Conduct/Offensive Remarks**

Intentionally touching another person, either with part of the body or with any instrument and or a public show of affection or sexual acts is a violation of this code. Entering any area or room designated for the opposite sex. Written language, spoken language, and physical gestures that are offensive, obscene, or vulgar.

**Code10-29 Extortion** To obtain or attempt to obtain money, goods, or information from another by force or threat of force.

**Code10-30 Theft/Counterfeiting** Taking the property of the school or another person or attempting to take the property without permission. Possession of stolen property. Possession and/or transmission of counterfeit bills (*counterfeit legal tender*). Attempting to sell or exchange counterfeit bill and/or

attempting to duplicate money. The student will be liable for restitution.

**Code 10-31 Fire and Explosives** Possession, use, and/or transmission of fire, explosive devices/ materials, fireworks, or matches or lighters is a violation. Setting of fires and/or use of device or materials that cause a fire is a violation. An attempt to detonate or use devices or materials that can cause a fire is a violation. Possession of materials that can be used to make or construct explosive devices of any kind (*including but not limited to Molotov Cocktails, pipe bombs, smoke bombs*) is a violation. Look- a-like versions of any kind of explosive, explosive device or any kind of explosive material is a violation of this code.

**Code 10-32 Use of Technology/Computers Section One:** A student may not use or possess unauthorized electronic devices on school property during the school hours. Unauthorized electronic devices may include but are not limited to gaming devices, music players, pagers, cell phones, cameras and PDAS. Electronic devices like calculators may be permitted for legitimate use in academic and school-sponsored extracurricular activities. Unauthorized items may not be brought to school and are subject to confiscation. The school corporation is not responsible for these electronic devices and will not pursue the theft, loss, damage or disappearance of these devices, confiscated or otherwise. **Section Two:** Inappropriate use of, or inappropriate or unauthorized access to, computer hardware, software, web sites, servers, or any other aspect of technology affiliated with the school corporation is a violation of this code. This section includes, but is not limited to district-owned desktop and handheld computers, laptops, data management programs and other technology-related hardware or software used in schools. Violators of this Section that cause damage to district- owned property shall be financially responsible for repair or replacement. **Section Three:** Students may not use technology to bully, threaten, intimidate, harass, ridicule, and/or humiliate other students or staff. Use of technology as described in this Section that is off school property and not in transit to or from school property or at a school sponsored activity may be considered a violation of this Section if the activity is unlawful. **Section Four:** While on school property or at a school sponsored activity, students may not send, share, view, or possess images, text messages, emails or other media of a sexually provocative nature in electronic or any other form, including the memory or display of a cell phone or other electronic device.

**Code 10-33 Dress/Grooming** Students may not dress or groom themselves in a manner that is disruptive to the educational function and school purpose. (*see page 5 of Rights and Responsibility Handbook*)

**Code 10-34 Cheating/Lying, False Statements, Forgery, Plagiarism** Attempting to complete assigned work with unauthorized assistance. Unauthorized use of electronic devices, i.e. text messages, cell phone/camera phones, etc. is a violation of this code. Intentionally withholding information or giving false information to school officials, i.e. placing a false 911 call, giving false information about residency is a violation.

#### **POSSIBLE CONSEQUENCES OF INAPPROPRIATE BEHAVIOR MAY INCLUDE:**

The superintendent, principal, administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior reasonably desirable or necessary to help any student, to further school purposes or to prevent any interference therewith, including such actions as:

Sec. 1. Indiana Code 20-33-8-25(b) An administrator or designee may take disciplinary action instead of or in addition to suspension and expulsion that is necessary to ensure a safe, orderly and effective educational environment. Disciplinary action under this section may include the following:

1. Counseling with a student or group of students.
2. Conferences with a parent or group of parents.
3. Assigning additional work.
4. Rearranging class schedules.
5. Requiring a student to remain in school after regular school hours to do additional school work or for counseling.
6. Restricting extracurricular activities.
7. Removal of a student by a teacher from that teacher's class for a period not to exceed:
  - a. five (5) class periods for middle school or high school students; or

- b. one (1) school day for elementary school students; if the student is assigned regular or additional school work to complete in another school setting.
- 8. Assignment by the principal or designee of:
  - a. a special course of study;
  - b. an alternative educational program; or
  - c. an alternative school.
- 9. Assignment by the principal or designee of the school where the recipient of the disciplinary action is enrolled of not more than one hundred twenty (120) hours of service with a nonprofit organization operating in or near the community where the school is located or where the student resides. The principal may not assign a student unless the student's parent approves with subdivision (A) and (B) of IC 20-33-8-25.
- 10. Removal of a student from school sponsored transportation.
- 11. Referral to the juvenile court having jurisdiction over the student. When a student physically assaults a person having authority over the student, the principal of the school where the student is enrolled shall make a referral of the student to the juvenile court having jurisdiction over the student. However, a student with disabilities (as defined in IC 20-35-7-7) who physically assaults a person having authority over the student is subject to procedural safeguards under 20 U.S.C. 1415. Incidents constituting a criminal violation of law must be reported to a law enforcement agency.

The provisions of special education law impact and supersede any of the requirements of these guidelines. Situations involving the removal of a special education student from class should be considered in light of the student's IEP.

**Short-Term Removal:** A removal under these guidelines does not include a short-term placement of a student in a hallway or another location, and such short-term placement does not require the teacher to assign work in relation to these actions. A short-term removal of a student pursuant to the student's IEP is not a removal under 511 IAC 7-44-1.

**Out-of-School Suspension:** Any disciplinary action whereby a student is separated from school attendance for a period of ten (10) days or less if no hearing for expulsion is initiated and prior to the date of the expulsion hearing in certain circumstances. Due process procedures must be followed.

**PRE-K - 6:**

For the student's educational benefit, it is expected that all missed work will be made up. Credit will be given for work made up during absences due to suspension. The amount of time allowed for work to be made up will be left up to the discretion of the building principal.

**MIDDLE/HIGH SCHOOL:**

For the student's educational benefit, it is expected that all missed work will be made up. The student will receive an "F" grade for any completed tests or work in the class or classes from which he/she is unexcused, truant, or suspended.

**Expulsion:** Disciplinary action whereby a student:

- 1. Is separated from school attendance for a period of more than 10 days
- 2. Is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit in the current semester or current year. Any expulsion that will remain in effect during the first semester of the following school year must be reviewed by the examiner before the beginning of the school year.
- 3. Suffers a penalty that automatically prevents his or her completing within the normal time his or her overall course of study in any school in the school corporation. Due process procedures must be followed.

## SAFE STUDENT DROP-OFF/PICK-UP & BUS PROCEDURES

1. **Drop-off:** If you plan to drop your child off in the morning, please go to door #5 between the hours of 7:20 a.m. – 7:30 a.m. For supervision purposes, **please do not drop your child off early.** We respectfully request students are dropped off at 7:20 a.m. **classes begin promptly at 7:30 a.m.** If your child is late for school, please drop them off at the main door. Your student may sign him or herself in and get a pass to their class.

2. **Pick-up: Car riders must be picked up by 2:50 p.m.** Students will be escorted to the main office if their car ride arrives after 3:00 p.m. Parents must then enter door #1 and proceed to the main office. Students normally ride a bus, but will be picked up at dismissal by like car riders, should present a note to the main office on the days of pick-up; otherwise students will be escorted to the buses. Bus duty teachers may ask to see the signed request before allowing a student to leave by car.

Parents who need to pick their student up early from school may enter door #1 and request their student, call ahead, and or send a note in with their student stating when their pick up time will be. Students will not be given permission to ride home with adults not on emergency contact list unless parent/guardian puts their request in writing and submits that information to the assistant principal.

3. **Bus Procedures:** School bus drivers are responsible for all school children transported by them from the home of the child to the school and back home. The driver shall keep order, maintain discipline among the children while on the bus or along the route, shall treat all students in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and shall use every care for the safety of the children under his/her charge. School bus drivers shall assure that all pupil passengers observe the following regulations. These rules are designed to promote safety on the buses at all times because the safety of all students is our top priority. School bus transportation is a privilege. If transportation privileges are denied, parents or guardians are responsible for getting the child to and from school. To promote a safe, orderly, efficient, and enjoyable bus ride to and from school, all students must follow the rules listed below. **Parents may REQUEST for their child to ride the bus with another student by sending written permission, the name, address, and phone number of Warren parent accepting responsibility for their child at address of other student. A school administrator must approve the REQUEST at least a full school day in advance. Permission will only be given if a student needs to ride with another student for a full week or longer and if the administrator approves this agreement. If the bus is at capacity - no permission will be granted. ONE-DAY permission WILL NOT BE GRANTED.** Bus drivers must be shown the signed request before they will let a new student ride the bus.

### A. At the Bus Stop

1. Be on time (**ten minutes** before bus arrival). Board the bus only at your regularly assigned stop, unless special permission is received in advance.
2. Stay out of the street and away from the road.
3. Help protect surrounding property while waiting for the bus.
4. Wait to enter until the bus comes to a full stop and the driver has opened the door.
5. Enter the bus one at a time without pushing other students.

### B. On the Bus

1. Fighting is prohibited
2. Smoking is prohibited.
3. Students may be requested to wear a seat belt.
4. Obey the driver promptly and respectfully.
5. Stay seated, facing forward, and in your assigned seat. No standing or sitting on knees while the bus is in motion.
6. Keep all books and materials on your lap or contained in a backpack.
7. Be courteous and do not use profane language.

8. Speak in soft voices.
9. Pushing, shoving, scuffling, or tripping are prohibited.
10. Keep all belongings including head, hair, hands, and feet inside the bus.
11. Throwing objects inside and outside the bus is prohibited.
12. Eating and drinking of any kind, including gum chewing is prohibited.
13. Treat bus seats and equipment with care and respect.
14. Students are prohibited from bringing pets on the bus.
15. Keep all electronic games, CD players, music devices, cell phones and pagers contained in book bags or pockets and never to be used on the bus.
16. Bus windows are not to be opened without permission from the driver. Windows are only to be put down three notches, or when the top of the window is parallel to the black line on side of bus.
17. Putting any part of your body outside the windows is strictly forbidden including head, hair, hands, and feet.

C. Leaving the Bus

1. Leave the bus only at your regularly assigned stop unless special permission is received in advance.
2. Wait to leave until your bus comes to a full stop and the driver has opened the door. Wait your turn and do not push when leaving the bus.
3. Once off the bus, clear the area immediately. If crossing the street, wait for a signal from the bus driver before crossing in front of the bus, then walk quickly across the street.

D. Discipline Plan\*

Please see the Student Rights and Responsibilities Handbook

