

Decatur Middle School



2020-2021

Welcome to Decatur Middle School!

We are glad to have you as a member of our school community. This handbook serves to provide students and parents with the regulations, policies and procedures to be followed at DMS. It is the responsibility of each student and parent to be knowledgeable of its contents. This booklet will serve as a tool for students, parents, and teachers to communicate about daily agendas for classroom activities, homework, and upcoming events.

School Song

Loyal and true we pledge allegiance to you
This is our motto
We are one for all
And all for Decatur Central
Here's to our school
And long on high may she rule
Forever more you will find us
Always loyal and true
D-D-D-E-C
A-A-T-U-R
D-E-C-A-T-U-R
Decatur! Decatur! Decatur!

Decatur Middle School
5108 South High School Road
Indianapolis, IN 46221
Phone: 317-856-5274 Fax: 317-856-2163
www.decaturproud.org/decatur-middle

Preparing Students to be Tomorrow Ready!

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**Decatur Middle School
Notice of Non-Discrimination**

Neither the Metropolitan School District of Decatur Township or Decatur Middle School discriminates on the basis of race, color, national origin, sex, disability or limited English proficiency in its programs and activities and provided equal access to the Boy Scouts and other designated youth groups. If you have questions regarding this policy, contact MSD of Decatur Township office.

MSD of Decatur Township
5255 Kentucky Avenue
Indianapolis, IN 46221
Phone (317) 856-5265

Section I. Rights and Responsibilities of Students

Education

- **Right**-Students have the right to a fair and appropriate education unimpaired because of sex, race, color, national origin, disability, or intellectual disability. This is guaranteed by the Indiana Constitution.
Responsibility-Students have the responsibility to attend school on a regular basis, make a conscious effort in classwork, and conform with school rules, policies, and procedures. Students also have the responsibility to avoid actions or activities, individually or in groups, which interfere with the right of any other person to receive a public education.

Environment

- **Right**-Students have the right to a safe and orderly school environment that is conducive to learning.
Responsibility-Students have a responsibility to ensure that their actions do not disrupt the classroom or school activities and that they abide by the laws of the United States, Indiana, and the City of Indianapolis, and the regulations/policies of MSD of Decatur Township.

Respect

- **Right**-Students have the right to expect and receive courtesy, fairness, and respect from members of the school community.
Responsibility-Students have the responsibility to respect the rights and authority of teachers, support staff, and administrators. Students have the responsibility to respect each other.

Property

- **Right**-Students have a right to expect that other students and school personnel will respect their personal property.
Responsibility-Students have the responsibility to respect the personal property rights of other students, teachers, and administrators as well as the public's property, including equipment, buses, and school building.

Participation

- **Right**-Students who comply with all rules and regulations have a right to participate in school activities.
- **Responsibility**-Students have a responsibility to comply with all rules and regulations for student behavior at all school functions.

Freedom of Speech and Expression

- **Right**-Students have the right to freedom of speech and expression as established by the First Amendment of the United States Constitution,
Responsibility- Students have a responsibility to see that their expressions do not interfere with an educational program or create a substantial disruption. Students have a responsibility not to use profane, obscene, slanderous ethnically derogatory, or libelous statements; not to use disruptive tactics; and not to advocate violence of the law or regulations.

Freedom of Religion

- **Right**-Students have the right to freedom of religion as established by the First Amendment of the United States Constitution and defined by decisions of the United States Supreme Court.
Responsibility- Students have a responsibility to respect students who may practice a different religion than them and include/accept in all educational activities.

The Right to Assemble

- **Right**-Students have the right to freedom of assembly and petition as established by the First Amendment of the United States Constitution.
Responsibility-Students who plan to petition or assemble peacefully, must receive permission from the principal and must demonstrate during non-instructional time under the supervision of a faculty member.

Pledge of Allegiance

- **Right**-The Pledge of Allegiance will be recited at DMS and at many school activities. Students have the right to refrain from participation in the Pledge of Allegiance.
- **Responsibility**-Students who choose not to participate in the Pledge of Allegiance, may not interfere with the rights of others to participate in the Pledge of Allegiance.

Rights of Handicapped Students

Under the Education for all Handicapped Children act, PL94-142, a handicapped student between the ages of 3 and 22, has the right to an appropriate education. Before a student is placed in a special or separate class, the school must ensure that, to the greatest extent possible, the handicapped person is being educated in the least restrictive environment. Handicapped students may not be expelled from school until it is determined that there is no causal relationship between the student's misconduct and his/her handicap.

CONFIDENTIALITY OF RECORDS

The Family Education Rights and Privacy Act of 1974 (FERPA) addresses the legal aspects of pupil records. The purpose of this act is to assure the privacy of all records, such as grades, race, ethnicity, and the like by making sure that such information is not provided to outside agencies, institutions, employers, or other bodies unless written release is given by the parent/guardian (or by the student if 18 years of age or older).

Parents/Guardians have the right at all times to request a personal interview and interpretation of their student's records.

Certain persons may examine education records without parent or student consent. These include school officials (who have legitimate educational interests), certain governmental officers, and officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll. A copy of records sent to such schools will be provided upon request.

Notice Concerning Release of Directory Information Without Parent/Student Consent Under FERPA

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that MSD Decatur Township, with certain exceptions, obtain parent/guardian written consent prior to the disclosure of personally identifiable information from his/her child's education records. Many parents and students find that the written consent required by FERPA imposes a burden on them with respect to the release of information they do not consider to be private. Therefore, FERPA permits MSD of Decatur Township to disclose appropriately designated "directory information" without written consent, unless parents/guardians have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow MSD of Decatur Township to include this type of information from your child's education records in certain school publications. Examples of this type of information include: a playbill showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want MSD of Decatur Township to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. MSD Decatur of Township has designated the following information as directory

information: Student's name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, electronic mail address, photograph, degrees, honors, and awards received, date and place of birth, major field of study, grade level and dates of attendance, the most recent educational agency or institution attended. [Note: a school district does not have to include all the information listed above.]

Section II. Building Safety and Security

Locked Doors

In order to maintain a secure building and learning environment, only specified doors will be open during school hours. Students are not permitted to prop open or open any locked doors to allow others outside the building to enter the building. Disciplinary action may be taken if a student opens the door for anyone unauthorized. Anyone wishing to visit DMS must report to the front office through Door #1.

Late Students/Early Release

Any student who is late to school, must sign-in at the front office. The front office will write the student a pass to be admitted to class. If a student needs to leave school early, the student's parent/guardian must notify the school either in writing, in person, or by phone. Upon picking up a student, parent/guardian must report to the main office, provide a valid identification, and be listed in skyward before the student will be released. Any student who leaves the building without permission will be subject to disciplinary action.

Visitors

For the protection of students and staff, all visitors are required to report to the main office before going to any other part of the building. When reporting to the main office, visitors will be required to provide picture identification such as a driver's license or state issued identification card. During the visit, visitors will be required to wear an identification badge and be escorted by school personnel at all times. Visitors must sign-out in the main office upon leaving the building. Conferences with teachers, SLC directors, and counselors should be made by appointment. Classroom visits, during instructional time, are not permitted at DMS. Lunch-time visitors are limited to parents/guardians.

Identification/Lanyards

- All students will be issued a lanyard and school ID during the first week of school.
- Student lanyard/ID must be visible at all times.
- Damaged and lost ID's can be replaced for \$1.00 and lanyards for \$2.00.
- Any student who fails to properly display his/her lanyard/ID may be subject to disciplinary action.

Arrival and Dismissal Procedures

Parents may drop their students off at DMS as early at 7:15 a.m. Upon arrival, students must enter through door 13 East, located off High School Rd., and report directly to the cafeteria. At 7:45, all students will be dismissed to their lockers. Students are expected to be in their Homeroom class for announcements and breakfast by 7:55 a.m.

Students will be dismissed from DMS at 2:50 p.m. Students are expected to walk with a purpose to their locker, retrieve their belongings, and then report directly to the bus, car rider line, or club/athletic practice.

See Something, Say Something

If a student sees or hears something that could potentially cause harm to another person(s) or property, or sees something suspicious, he/she must immediately report the incident to school personnel.

Examples: A student sees a student in possession of a weapon on the bus. During class, a student is talking about fighting another student in the bathroom during the passing period. We encourage our students to always err on the side of caution and report anything they may deem as being suspicious or unsafe. If a student fails to report such activity, he/she may face disciplinary action.

Emergency Drills

Drills are scheduled throughout the school year. In each classroom directions for leaving the building are posted. In any type of drill, students are expected to move to the designated location quickly and quietly, following the instructions of the teacher. At the conclusion of any drill, students are expected to return to their classroom immediately.

FIRE DRILLS: Ind. Code 20-34-3-20 (a) Fire drills must be conducted once a month throughout the school year. The signal is a continuous blast of an alarm horn with lights that flash in some locations. Upon the sounding of the alarm, all students and staff must exit the building walking quickly and quietly. Students are to move to a location at least 50 feet from the building and remain there until the signal is given to re-enter the building. Roadways are to be kept clear at all times.

False Fire Alarms: Interference with fire alarms (false informing) is a Class B misdemeanor. However, the offense is a Class A misdemeanor if it substantially hinders any law enforcement process, if it results in harm to an innocent person, or if it gives a false alarm to the fire department of a governmental entity. A false fire alarm will be treated as a major disciplinary offense and may result in expulsion.

TORNADO DRILLS: Ind. Code 20-34-3-20 (b) At least one Tornado Preparedness drill will be conducted each semester. The signal for a tornado drill will either be intermittent tones or an announcement transmitted over the public address system. Students and teachers will move quickly and quietly to the designated shelter area. Students reporting to a shelter area in a hallway will sit with their backs to a wall away from doorways, windows and other areas containing glass. In some areas students may have to form double rows within the hall. Students and staff are to remain in the designated shelter area until the all-clear signal is given.

LOCKDOWN DRILLS: Ind. Code 20-34-3-20 (b) At least one Lockdown drill (manmade occurrence disaster drill) will be conducted each semester. An announcement signaling the drill will be made over the public address system. During a soft lockdown, teachers will clear the hallways, lock their classroom doors, but will continue to carry out normal classroom procedures until the all clear is given. During a lockdown or when a threat is present inside the building, an administrator will alert school personnel and give directions over PA to assist in the safety of all.

Section III. General Information

Personal Property

Students should limit items brought to school to those necessary for school activities. Students should NOT bring large amounts of money to school. All valuable articles should be in the possession of the owner at all times. Decatur Middle School will not accept responsibility for money or valuable items which are lost or stolen at school. To aid in possible recovery, thefts should be reported to the student's SLC office immediately. At the end of the school year, students must remove all personal property from lockers

and all properties of DMS (iPads, textbooks, media center books, etc.) are to be returned to the proper department or personnel.

Lunch Account

Students may deposit money into their individual account to pay for lunch. Payment may be made electronically or with cash, check or a money order. Students and families who are in need of financial assistance may receive application forms through the main office. To be considered for approval, these forms must be filled out completely.

National Junior Honor society

Established in 1929, the National Junior Honor Society (NJHS) is one of the nation's premier organizations established to recognize outstanding middle school level students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship in their prospective schools and community.

Eligibility for National Junior Honor Society

At DMS, in accordance with national standards set by NJHS, students will **first** qualify for an invitation through their demonstration of success in the area of scholarship. Students with a cumulative GPA of 3.6 on a 4-point scale in 7th or 8th grade will receive an invitation to submit evidence of their accomplishments in the remaining areas of Leadership, Service, Character, and Citizenship. Therefore, just because a student qualifies based on their cumulative GPA (scholarship), does not mean they will automatically be inducted into the NJHS.

The 21st Century Scholar Program

Indiana's 21st Century Scholars program offers income-eligible Hoosier students up to four years of paid tuition at an eligible Indiana college, university or vocational school after they graduate from high school. In middle and high school, Scholars are connected to programs and resources to help them plan, prepare, and pay for college. Once in college, Scholars receive support to complete their college degrees and connect to career opportunities. 7th and 8th grade Indiana students whose families meet income eligibility guidelines can apply to become a 21st Century Scholar. Any student who qualifies for free/reduced book rental or meals is eligible to apply for the program. The 21st Century Scholars application is available online at www.Scholars.IN.gov.

Note: Applications must be received by June 30 of the student's 8th grade year.

They must meet the expectations of the Scholar Success Program in addition to meeting the following criteria:

- Graduate from a state-accredited high school with a minimum of a Core 40 diploma and a cumulative GPA of at least 2.5 on a 4.0 scale.
- Not use illegal drugs, commit a crime or delinquent act, or consume alcohol before reaching the legal drinking age.
- Apply for admission to an eligible Indiana college, university or vocational school as a high school senior, and enroll as a full-time student within one year of high school graduation.
- File the Free Application for Federal Student Aid (FAFSA) by March 10 as a high school senior and each year thereafter until you graduate from college.
- Maintain Satisfactory Academic Progress (SAP) standards established by your college.
- Complete 30 credit hours each year you are in college to stay on track toward earning your

degree on time.

Canvas

Canvas is an online learning managing system that is used as a hub for assignments, tests, quizzes and other instructional materials. It is recommended that all parents and guardians sign up for a Canvas account. This will allow parents and guardians to shadow their students. This is also an effective way to communicate with classroom teachers. Please use the following steps to sign up for an account:

- Go to www.decatuproud.org
- *Departments-Information*
- *Technology*
- *Create a Parent Canvas Account.*

If you need assistance setting up an account, please contact your child's guidance counselor.

SKYWARD Family Access

An internet option to view your child's grades and attendance is made available to all parents. At the beginning of the year, all parents will receive their password and username for the MSD of Decatur Township website. To utilize this service:

- Click on the Parents section of the MSD Decatur Homepage.
- Next, click on the Skyward link (Skyward – Family Access).
- A login and password will be required.
- Click Submit after reading the information and you will be ready to login.

If you need assistance, please contact your child's guidance counselor.

E-Learning Days

The district was approved by the Indiana Department of Education on February 1, 2019 to provide eLearning days to our students to make up days of inclement weather or other days in which school may be closed. eLearning Days encourage students to use technology to engage in lessons through the use of our Learning Management System and mobile devices. These days give students a low risk eLearning experience while providing current, continuous, and real time instruction during critical learning times. Specific information on eLearning Days can be found on our website at <http://www.decatuproud.org/academics/elearning>

Student Recognition

We believe that students should be recognized in a variety of ways for their accomplishments. We want students to embrace their achievements and success in and out of the classroom. Below are a few examples of how students are recognized throughout the year:

- **Quarterly Awards-** Each quarter, students are recognized amongst their peers for perfect attendance, A Honor Roll and B Honor Roll. Students receive a certificate from their SLC Director and pictures are taken for the school's website.
- **Student-of-the-Month-** Each month, teachers nominate students for student-of-the-month. Students who are chosen have demonstrated a positive attitude, shown growth academically, and model positive behavior for their peers. Students are recognized during lunch and rewarded with a pizza party courtesy of Papa John's.
- **Airways Awards:** Twice a year, students will take formative assessments, Airways, in language arts and math. The Airways test is a formative assessment linked to the state's standardized test

ILEARN. It is a clear indicator to see if a student is on track to pass ILEARN. Each time, we will recognize not only our top performers, but also the students who have shown the most growth. Students will receive a certificate, have their name posted on the bulletin board in their SLC hallway, and receive some sort of ice cream during lunch.

- **Athletic Awards-** There is an athletic awards night at the end of each season. For more information, please refer to the athletic handbook
- **P.R.I.D.E Tickets-** Students are awarded PRIDE tickets by teachers and staff for doing things the Hawk Way (i.e. meeting behavior expectations, displaying a growth mindset, etc.). Students may trade in P.R.I.D.E tickets for special privileges and treats during lunch.

Grading Scale:

A = 93-100% B+ = 87-89% C+ = 77-79% D+ = 67-69% F = below 60%
 A- = 90-92% B = 83-86% C = 73-76% D = 63-66% I = incomplete
 B- = 80-82% C- = 70-72% D - = 60-62% N = No grade

Athletics at Decatur Middle

Sport	Boys	Girls
Fall		
Soccer	6, 7, & 8 combined	6, 7, & 8 combined
Cross Country	6, 7, & 8 combined	6, 7, & 8 combined
Football	7 & 8	
Cheerleading		7 & 8
Tennis	6, 7, & 8 combined	
Golf		6, 7, & 8 combined
Volleyball		7 & 8
Winter		
Basketball	7 & 8	7 & 8
Swimming	6, 7, & 8 combined	6, 7, & 8 combined
Wrestling	6, 7, & 8 combined	
Cheerleading		7 & 8
Spring		
Track & Field	6, 7, & 8 combined	6, 7, & 8 combined
Baseball	7 & 8	
Softball		7 & 8
Tennis		6, 7, & 8 combined
Golf	6, 7, & 8 combined	

PLEASE REFERENCE DCHS/DMS ATHLETIC HANDBOOK FOR FURTHER INFORMATION.

Section III. Technology

All students at Decatur Central High School will be issued an IPAD for academic use at DCHS. The principal or designee establishes guidelines and limits of each school's technological resources. It is the student's personal responsibility to educate oneself on the proper and appropriate use of technology in addition to understanding the guidelines.

All students and staff are required to read and sign the Acceptable Use Policy (AUP) for the use of district technology. The AUP can be found on the district website. Families will be asked to complete the AUP form upon registering at DMS. Click on Departments > Technology > click on forms; under the Student Technology forms the Student AUP can be printed off and signed. The signed form is to be submitted to the front office at DMS.

Students and staff will have access to the Internet through District electronic and Learning Management System (Canvas) once they sign the AUP. All student access to the Internet will be subject to a program that filters out sites that promote inappropriate or dangerous behavior or contain harmful content. Users shall not by-pass or attempt to by-pass MSD Decatur's security measures (see student code of conduct).

Users should be aware that the District does not guarantee the safety of any data stored on school equipment. MSD Decatur will not be responsible for any damages, direct or indirect, arising out of the use of its electronic technology resources. Further, the District shall not be liable for any direct or indirect, incidental, or consequential damages relative to information stored on hard drives or servers, information received through the District's computers, networks resulting from use of the District's access to the Internet.

TECHNOLOGY ACCEPTABLE USE POLICY

Violating the School District's Technology Acceptable Use Policy (AUP) on acceptable use of the internet, computer networks, email, voice mail, fax machines, or any other School District communications resource.

Technology Damage/Misuse: causing or attempting to cause damage to or dismantle any part of school technology. Misuse of the computer/iPad hardware, software or internet (this includes being on an unauthorized website/s or playing games when not authorized to do so).

Users shall not bypass or attempt to bypass MSD of Decatur Township security measures through means such as but not limited to, online proxies, bootable media, IP spoofing unauthorized system access, VPN's etc.

Technology Tampering: It is a criminal act under Indiana law (Ind. Code 35-43-1-4) to access a computer/technology system or damage or alter a computer program/data without consent of the computer/iPad owner, therefore, any student who is suspected of tampering with or trespassing on any of the school corporation computers/iPads, computer/iPad programs, computer/iPad systems, or networks without authorization from the administration will be in violation of this policy. Examples of violations of this rule: Signing on to a school computer network as another person or sending harassing or threatening messages to another person in school or outside of school. Conspiring to evade the filtering software installed on a School District computer with internet access.

Privacy: Invading the privacy of a person by photographing or videoing the person or recording another person's words and/or actions without that person's permission, or displaying an image or recording of persons not authorized by the person whose speech or actions were recorded. Examples of violations of this rule: Taking a photograph of another student in a locker room or a restroom with a cell phone or iPad camera, or posting a photo or video clip on a web site without the pictured person's permission, (and the

permission of the pictured person or recorded person's parent/guardian if the person is less than 18 years of age).

Creating or distributing information that results in or is intended to result in the disruption of an educational function, advocates a violation of law or a student conduct rule, is sexually explicit or obscene, is libelous, slanderous or defamatory, or invades the privacy of an identified or identifiable person. Web sites maintained on servers other than School District servers are covered by this conduct rule where the content of the communication is between students or a student and school employee, or disrupts an educational function.

Students who violate the AUP or misuse technology will be subject to disciplinary action.

Section IV. MSD Decatur Township/Community Health Network

School Health Guidelines:

Clinics:

Parents/guardians have primary responsibility for the health care their children receive, but schools have a responsibility for health and safety while children are at school. Health services include programs, services, and activities that assure a healthy environment, thereby promoting and protecting the health and well-being of all students. The school clinics are available for emergencies, injuries, and illness that arises while the child is at school, in addition to management of chronic illnesses and special needs. Each Decatur Township clinic is staffed with a Community Health Network nurse (RN or LPN). Nurses do not make medical diagnoses, but they are skilled in assessment, planning, intervention, evaluation, promotion of wellness, health counseling/education, prevention, emergency care, and referral.

Students must have a CHN consent form on file in order for the nurse to see the student for a clinic visit. Students without consent on file will be seen for emergencies only. Please speak with the nurse at your school if you have questions about the consent form.

The school clinics are open daily during school hours. Students must have a pass to enter the clinic. Students without a pass will be sent back to class to obtain a pass. He/she will be asked the nature of the complaint, will have his/her temperature taken, and may be allowed to rest for a short period of time. Please remember that time in the clinic is time out of a class—instructional time is being lost. If the nurse needs to send a student home due to a sign of illness (see below), the nurse will call the phone numbers in Skyward. If contact information changes, it is essential that phone numbers be updated in Skyward. If the nurse is unable to reach a contact, the student will be sent back to class unless there are signs of a contagious illness (below). An illness-related early release from school is only excused when sent home by the nurse. If the student has an emergent or urgent health need and/or the parent or other contact cannot be reached, EMS may be contacted.

Illness:

General guidelines for illness follow the guidelines, laws, and recommendations of the Indiana Department of Health, the Marion County Health Department, Community Health Network, and Indiana State Code to prevent the spread of communicable diseases. If the nurse should call you to pick up your child, they are acting in accordance with these laws and directives. Parents should make every effort to come to the school to pick up their students in a timely manner. Bus transportation cannot be utilized if the child exhibits symptoms of a contagious illness (below).

Please do NOT send your child to school if one or more of the following symptoms are present: diarrhea, vomiting, undiagnosed body rash, sore throat with swollen lymph nodes, severe coughing, eye discharge or redness, or fever of 100 degrees or above. Please do NOT send a child back to school until he/she has been fever-free (without fever-reducing medications) and with no vomiting/diarrhea for 24 hours. Antibiotics which have been prescribed for eye or throat infections must have been given for 24 hours before the student returns to school. This will help prevent the spread of infection to others and ensure that the student is feeling well enough to learn. Students who have had surgery may be asked to provide a doctor's note to return to school.

Injury:

Students who are injured at school will be assessed at the time of the injury, if they report to the clinic. If a student has a deep laceration, cannot walk, has extreme swelling, pain, obvious deformity, head injury, or has any other sign of an emergent/urgent need for further evaluation, the nurse will determine the best course of action for the situation. This may include a call home or an EMS call. Only an x-ray can determine if a fracture has occurred.

The clinics possess wheelchairs for emergency response by school staff only. Decatur Township cannot provide a wheelchair or any other medical supplies or devices which are necessary for student injuries or recuperation from surgeries, including crutches, dressing supplies, wraps, splints, etc. Parents should contact their healthcare provider or insurance carrier if these devices are needed beyond the school's initial response.

Medications:

Decatur Township clinics do not stock any medications. All medication must be supplied by the parent/guardian. Medication given for the academic success of students or other medications given for acute or chronic conditions may be administered at school. Medications should be brought to school by the parent or guardian. Students should not transport medications to school. Prescription and over the counter (OTC) medications may NOT be kept in student lockers. Medication administration forms are available at each school or online and must be filled out by a parent or guardian for each medication. This form must be filled out and signed by the parent or guardian before a medicine will be administered by the nurse. Please try to schedule a three-time-per-day medication at home. Morning medications are discouraged as students are expected to arrive at school ready to learn. Do not send once or twice daily medications to school. Prescription medication must have the current prescription label with the student's name and detailed orders attached to the label. Per Indiana State code, all medications must be in the ORIGINAL containers. For the safety of your student, if medication is received in a baggie or envelope, it will NOT be given. A physician's order is necessary in order for an emergency medication (EpiPen or inhaler) to be carried by a student. It is helpful to have a backup of this medication in the clinic. If cough drops are needed, we suggest that hard candy be substituted for the same effect, with no time out of class to go to the clinic.

The label on an OTC serves as the guideline for dosing and frequency. If the parent desires a dose or schedule that is different than the label, a physician's order shall be necessary for administration. Supplements and non-FDA approved substances are not considered appropriate for school administration.

The district does not honor such requests by parents or physicians to administer over-the-counter-herbs, minerals, vitamins, and other homeopathic products as there is currently no standardization relative to these products and no FDA approval and guidelines.

Virtual Care:

In partnership with Community Health Network, Decatur Middle School students have access to Virtual Care. This is a convenience to parents and students which allows students to be seen by a health

provider virtually who can help diagnose and provide a management plan for minor health issues. Parents will need to sign a waiver each year at registration for their student to have access to this offering.

Additional Clinic Information:

Once confirmed, students with head lice (live bugs) must be cleared by the nurse in order to return to school. Nurses will assist parents with strategies for prevention and ways to enable the student to return to school as quickly as possible. In the event that Indiana Poison Control is consulted, the advice received shall be absolutely followed by clinic/school personnel, to include emergency transport. It is the parent's responsibility to provide any student-specific supplies that are needed on a regular basis at school. This includes dressing supplies for injuries beyond initial first aid, supplies of clothing, hygiene items, equipment/supplies for any type of special need, etc. Immunization records shall be reviewed at the time of the student's enrollment or whenever a change in the law requires additional immunizations for current students. Decatur Township clinics shall inform parents about changes in state laws. All students must meet state requirements for immunizations. Students may be excluded from school if immunizations are not up to date. The nurse may be contacted for further information. Vision and hearing screenings for certain grade levels take place sometime during the school year and are performed by either Decatur Township nurses or the Marion County Health Department. Referrals for follow-ups are mailed to the home. Parents should make every effort to act promptly if a referral is received, as vision and hearing deficits greatly impact educational performance. Notice of screenings shall be by newsletter, call system, or via the school/district website. Please do not hesitate to contact the nurse for any concerns during the school year.

Section V. Transportation

Bus Regulations and Consequences

School bus drivers are to have control of all students who ride the bus. The driver shall keep order and maintain discipline while the students are on the bus. The driver will use every care for the safety of the students on the bus. Bus drivers have the prerogative of excluding students from the bus for one day for serious offenses that jeopardize the safety of other students or the student himself. The Transportation Department will notify the parents on such occasions. Video cameras may be used to monitor and document the behavior of the passengers for purposes of safety. Riding the bus is a privilege, not a right! This privilege may be denied for such infractions as:

- Loud, boisterous, or profane language; indecent conduct, disruptive behaviors. •
- Teasing and harassing other students.
- Standing while the bus is in motion.
- Opening windows, unless granted permission of the bus driver.
- Smoking while waiting for the bus, disembarking from the bus, or while riding on the bus.
- A student registered as a bus rider is only permitted to ride the bus on which he or she is assigned. Students cannot ride a different bus. Students must board the bus at their assigned pick-up spot and must get off the bus only at their assigned stop.
- All discipline policies apply while students are on the bus or the bus stop. Violations of rules and regulations will be treated in accordance with the student code of conduct.

School district policy outlines six steps in handling students who choose not to follow the above bus rules. The following disciplinary actions have been listed in general order of application or severity. However, they do not have to be adhered to in sequential order.

- Student conference with the Principal/Bus Driver-Could be in combination with one of the steps listed below.

- Bus probation.
- Suspension from bus for one day.
- Suspension from bus pending parent conference.
- Suspension from bus for more than one day.
- Suspension from bus for balance of semester.

Suspension from the bus does not mean suspension from school. The parent is responsible for arranging transportation for the child. If a student is not in attendance, the absence will count as an unexcused absence.

Note: Students may only ride the bus of another student through permission of the MSD of Decatur Township Transportation Department.

Parents should stress to their children the importance of safe and proper behavior on the school bus. The safety of all children will depend on the good citizenship of each individual. Misbehavior on the bus will not be tolerated. If you have any questions concerning the buses, call the school or the Transportation Director at 856-8060.

Section VI. Attendance Policy and Procedure

All students are expected to attend school regularly and to be on time for classes in order to derive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Regular attendance is important if students are to experience success in school. It is also important in helping students develop habits necessary for work after they leave school. A day lost in the classroom can never be retrieved. The dialogue between a teacher and the students in a classroom environment can never be effectively duplicated. Regular daily attendance is the responsibility of the parent/guardian and the student. Students are expected to comply with the Indiana State Law (Ind. Code 20-33-2-4 and Ind. Code 20-33-2-6) regarding attendance. The Indiana Code governs attendance at Decatur Middle School and the local policy adopted by the Board of School Trustees.

Mandatory compulsory attendance

- Compulsory attendance; parent's responsibility (Ind. Code 20-33-2-27).
- Sec. 27. (a) It is unlawful for a parent to fail to ensure that the parent's child attends school as required under this chapter. Compulsory attendance for full term; duty of parent (Ind. Code 20-33-2-28).
- Sec. 28. (a) This section does not apply during a period when a child is excused from school attendance under this chapter.
- (b) It is unlawful for a parent to: (1) fail; (2) neglect; or (3) refuse; to send the parent's child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in public schools.

Reporting Absences

Any absence reported by a parent/guardian will be coded. Parents/Guardians should make every effort to communicate with the school before 9:00 A.M., each day of the child's absence, by calling the attendance line at 317-856-5274. This communication ensures the safety of the child and gives the school a record of the reason for the absence. Decatur Township encourages parents to schedule appointments outside of the normal school hours. When this is unavoidable, however, it is recommended that appointment times be rotated to avoid missing the same class. Vacations should not be planned during times when

school is in session to avoid excess absences.

Excused Absences

Students are expected to be in school except for the following reasons with documentation:

- Doctor, dentist, counseling appointments (Documented with a note from the doctor, dentist or counselor for an excused absence)
- Death in the immediate family
- Serving as a witness in a court proceeding (documented with a copy of the subpoena)
- Election day activities as authorized by state statute
- Serving as a Page in the Indiana General Assembly
- Educational activities as approved by the principal
- Major religious holidays
- Unusual occurrence approved by the principal

Consequences for Chronic Absences:

- Five (5) absences – DMS Counselor will make phone contact to parent
- Seven (7) absences – DMS SLC Director will make phone contact to parent and attendance letter sent from the school office.
- Eleven (11) absences – home visit made by school personnel and Decatur Township Police
- Fifteen (15) absences, with ten (10) being unexcused –letter sent from the superintendent's office
- Twenty (20) absences, with thirteen (13) being unexcused – family will be referred to Decatur Township Attendance Intervention Council, a letter will be delivered by Decatur Township Police, and a report will be made to the Indiana Department of Child Services
- Continued unexcused absences will be referred to the Marion County Prosecuting Attorney, Juvenile Division.

The district reserves the right to refuse intra-district transfers due to excessive absenteeism. District administration reserves the right to refuse out of district requests due to excessive absenteeism.

Tardies

Excessive tardiness is a serious matter. The school accepts the responsibility of helping develop good character habits in its students. Chronic tardiness is a detriment to the establishment of such habits and, therefore, cannot be condoned. Students may receive disciplinary action for repeated tardiness to a class. Should student tardiness persist after interventions, a discipline referral to the SLC director's office may be made. Any student who is beyond 5 minutes late for class, will be considered truant. A referral to the SLC director's office will be made.

Perfect attendance

Any student who is present every day, for the entire day, will receive a Perfect Attendance Award.

Make-up Work

As noted, Canvas is the learning management system used by Decatur Township. Students or parents may obtain homework via Canvas by going to <http://www.decaturlproud.org/> and logging in by selecting the Digital Decatur button in the top right hand corner. Students with Internet access are encouraged to access their missing work from home using the Canvas App on their iPad. At any given time, students and parents may select the "To Do" list icon within Canvas to generate a list of electronic assignments that have not been completed.

Make-up work may only receive credit if it is completed in a time equal to the number of the days absent. For example, if a student is absent for two days, they have two days to make it up unless a different due date is arranged with the classroom teacher.

Section VII: Student Code of Conduct

We believe that schools must provide a safe and secure learning environment for all students. This endeavor requires the support, cooperation and direct involvement of the three most important components in a child's life- family, school, community. These three groups must work together for the good of the child.

We must use a common sense approach and be active listeners to our children in order for all of us to safeguard their right to an education. Part of this common sense approach is to teach our children to speak out and speak up when they see or hear things which can be considered dangerous or threatening behavior. Our schools will maintain a positive and orderly environment in which students can learn. It is the responsibility on the part of parents and students and school staff to resolve issues. The nature of each offense will be decided on an individual basis by the SLC Director. DMS will adhere to a progressive discipline model in which previous incidents/referrals are taken into account.

Building Rules

Decatur Middle School administration, with the assistance of staff, may develop the building rules and regulations. School rules and regulations must not circumvent nor conflict with district policies and the policies outlined herein. Examples include but are not limited to the following:

Dress Code at Decatur Middle School

Students are expected to come to school appropriately dressed for the business of learning with proper attention given to their personal appearance. A professional appearance with overall neatness and decency should be a common goal for all. Administration will make interpretations for any article of clothing or jewelry not covered under the following regulations. The items below are simply a guide. If an item of clothing is deemed to be a safety issue or a disruption to the educational environment, a student may be asked to alter his/her appearance:

Pants:

- Pants should be free of holes, tears, and/or frays that expose skin above the knee.
- In the spirit of professional dress, students are not permitted to wear the following:
 - Sheer leggings/tights that are worn as pants, pajama pants
 - Shorts, skirts, and dresses must be at least fingertip length as arms are held at one's side when standing.

- Athletic shorts are not permitted at any time-Professional shorts and Joggers with a drawstring are permitted.
- Pants must be worn at waist level (at or above the iliac crest bone). There should be no underwear or gym shorts exposed.
- Chains may not be worn or attached to pants or shirts.

Shirts:

- Shirts must have sleeves and should fit properly including covering the cleavage line, midriff, and undergarments. Shirts should not be see-through.
- Shirts must not have any inappropriate language (implied or stated) or promote any inappropriate product or messages (drugs, alcohol, lewdness, violence, etc.).

Outerwear:

- Sweatshirts, sweater vests, cardigans or sweaters may be worn (no heavy jackets or coats).
- Hooded garments are permitted, but hoods must remain off a student's head at all times while in the building.
- Hats, bandanas, sunglasses, or other similar head coverings are not allowed during the school day.
- Appropriate shoes must be worn at all times. Slippers are not permitted.
- Student lanyard and ID must be visible at all times.
- Studded bracelets and belts with abnormal metal objects that may be used as weapons are considered inappropriate. Any jewelry with the potential to disrupt the educational process or endanger the safety of others must be removed at the request of the administration.
- Group dress associated with known gangs is prohibited.

Note: Students who are dressed inappropriately will be asked to remove or change to appropriate attire. We have limited clean clothes that can be used to substitute for the inappropriate item(s). Failure to comply with these dress guidelines will result in disciplinary action such as removal from class, calling home for a change of clothes before going back to class, in-school suspension, or possible out-of-school suspension.

CAFETERIA PROCEDURES

Students are allowed one time through the cafeteria line to get their food. Students must abide by the following guidelines to eat in the cafeteria:

- Stay seated unless going to get food, returning the lunch tray, or have permission from supervising staff.
- A pass must be obtained from the cafeteria supervisor prior to leaving the cafeteria for any reason.
- Talk quietly to the people at the lunch table and in the serving lines.
- Clean area prior to dismissal.
- Wait patiently and refrain from cutting in line.
- Keep food or drink items in the cafeteria. (Do not take food or drink out of the café)
- Account numbers and student ID's may not be shared or used by another student.
- Students with free/reduced lunch cannot give away or trade food.

Cafeteria supervisors and students must work together to maintain a safe and orderly environment. Failure to abide by cafeteria expectations may result in disciplinary action by a DMS staff member.

Cell Phones

Without administrator approval, students are not permitted to have cell phones in the classrooms, restrooms, hallways, or the cafeteria-They must remain in the locker, on silent, all day, with the exception of passing period. During the passing period, students may use their cellphones near their assigned locker. If a student needs to make contact with a parent during class, at the approval of his/her teacher or an administrator, he/she may do so in Student Services. If a student fails to comply with cell phone policy, his/her phone may be confiscated and further disciplinary action may be taken. Any video recording without staff approval will be subject to disciplinary action and possible suspension from school.

Electronic Devices

Personal electronic devices are not permitted in the hallways or classrooms. Electronic devices include but are not limited to laser pens, tablets, electronic games, headphones, speakers, and other toys. Students should utilize the device issued by the MSD of Decatur Township while at school. Students should not bring their personal device for completing work at school. If a student chooses to bring devices to school and they are lost or stolen, the school is not responsible nor financially liable.

Note: Earbuds are allowed at the discretion of school personnel-Headphones are not.

Classroom Rules

Teachers will be required to adopt written classroom rules that are not in conflict with school and/or district policies or regulations. Classroom rules must be submitted to the school administration for review and approval. Teachers will be encouraged, but not required, to involve students in the development of classroom rules.

General Behavior Standards

Students at Decatur Middle School will follow the established behavior expectations while on school property, at school activities, and going to and from school. All students at DMS are expected to behave in a manner that does not disrupt or interfere with the education of other students. Students are entitled to an environment free of lewd, vulgar, obscene or sexually explicit language or actions. Conduct that is offensive to the values and standards of the school and community and/or causes a substantial disruption to school purposes is prohibited. The following standards are designed to allow the school faculty, staff, and students to accomplish our primary purpose, which is to provide the best education for each student. Any type of activity or behavior that interferes with such purpose shall be construed as misconduct. All teachers, administrators, and other staff members are responsible for the supervision of students. Therefore, students are expected to comply with requests from any staff member. Such requests may occur at any time during the school day and at all school-sponsored functions, both on school property and at facilities where school activities are being held. Refusal to comply with such requests will be treated as insubordination and disciplinary action may follow.

General Behavioral Standards

- Keep personal belongings to oneself (do not buy, sell, trade, or give away items of any kind).
- Do NOT share lockers.
- Be honest and cooperative at all times.
- Walk quietly through the halls.

- Follow directions of school staff.
- Treat others politely in both behavior and conversation.
- Do NOT possess, sell, use, consume, provide, give away, offer, accept, or be under the influence of drugs, alcohol, or tobacco products.
- Do NOT bring dangerous items, weapons or other contraband to school.
- Assume responsibility for the security of personal possessions at all times (Decatur Middle is not responsible for money, property or personal items that are lost or stolen).
- Be prompt and punctual in reporting to school and to individual classes. Report to classes with the necessary materials, books, supplies as needed.
- Each student will follow the specific established classroom standards/procedures given by each classroom teacher. Although these standards may vary from teacher to teacher, they will be within the context of general rules and regulations of the school.

Conflict Resolution

Conflicts between students often arise due to misunderstandings, such as one student talking about another, rumors being spread, he said-she said, or information being posted on social media. Frequently, students will take matters into their own hands and confront a student with whom they have an issue. This action often results in a verbal and sometimes even a physical interaction that rarely has a positive outcome. Students should report issues of possible conflict to administration or counseling staff rather than confront a student with whom they have an issue. Even if the initial problem occurs outside of the school environment or after school hours, the problem may carry over into school and can create a disruption in the learning environment. Disruptions to the learning environment are not acceptable and must be avoided.

Decatur Middle expects all students to take a proactive, preventative approach to dealing with conflicts, potential conflicts, issues, or problems with other students. Any student who has an issue or a conflict or feels there may be a conflict brewing, must report the issue to his/her Homeroom teacher, a guidance counselor, or the student's SLC Director. If these people are not available, the student should report the problem to a teacher in his/her community. After the report is received, an investigation of the problem will take place. If a student or parent would rather remain anonymous in reporting a concern, they may use the anonymous online reporting system on the school's website. In a case where the issue involves text messages, Tweets, Facebook posts, voicemails, or another social media, the information needs to be saved and may serve as evidence in an investigation. In cases where there is a potential conflict or if an actual conflict has occurred between students, it is a common practice for the counselor or the administration to conduct a conflict resolution or mediation session between the parties involved in the situation. During the conflict resolution/mediation session expectations for future behavior or conduct are clearly communicated to all parties. In cases where students need to be kept away from each other or kept from contacting one another in any way, a No Contact Order can be put in place. This restriction is a serious measure and is connected to severe consequences if violated.

Consequences

Violation of school rules and regulations may result in a conference with the parent/guardian, lunch detention, after-school detentions, after-school work detail, Friday School, loss of bus privileges, restriction of extra-curricular activities, loss of work permit, in-school suspension, out-of-school suspension, or expulsion from school or any other appropriate discipline as determined by the SLC Director or designee. Duty and powers of School Corporation to supervise and discipline students Ind. Code 20-33-8-8:

Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of a school corporation and the students of a school corporation. In all matters relating to

the discipline and conduct of students, school corporation personnel stand in the relation of parents to the students of the school corporation and have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter; and have qualified immunity with respect to a disciplinary action taken to promote student conduct under subdivision (2) if the action is taken in good faith and is reasonable. Students must: follow responsible directions of school personnel in all educational settings; and refrain from disruptive behavior that interferes with the educational environment.

When discipline is required, a student will be afforded the opportunity to explain his/her conduct and provided due process in accordance with established law and the policies of MSD of Decatur Township. Notice of the charges will be provided, either orally or in writing. Each incident will be evaluated based upon its own circumstances, and the appropriate course of action will be implemented.

Discipline Course of Actions

- **Counseling/Conferences:** Conference with the student and/or parents.
- **Restorative Circles:** Restorative justice is an emerging social science that studies how to strengthen relationships between individuals and will continue to help build the family like atmosphere at DMS. We believe in the power of restorative circles and their ability to allow students to have a voice, repair relationships and accept responsibility while providing a safe environment for students to reflect.
- **Removal from class or activity:** A middle school teacher will have the right to remove a student from his/her class or activity for the class period. Students removed from class are to report directly to Student Services. Failure to report directly to Student Services may result in further discipline.
- **Lunch Detention (LD):** Lunch Detention is in session Monday-Friday throughout the school year at various assigned classrooms. LD is designed to provide an opportunity for students demonstrating Category I misbehaviors to increase academic performance and build positive relationships with teachers during the academic school day.
- **After School Detention:** After school detention will be run daily from 2:45-4:30. Once students are dismissed, they are expected to arrive, quickly, to their assigned location. Students must bring classwork to work on during this time. Any student who fails to attend or disrupts the environment will be assigned additional consequences. Parents will be responsible for student pick-up.
- **In-School-Intervention (ISI):** Students who are assigned In-School-Intervention for disciplinary reasons will report to the In-School-Intervention Room at Decatur Middle School. Students will be supervised and required to complete homework and take tests for credit. Students assigned to In-School-Intervention are expected to comply with all school rules associated with serving this penalty. Students who misbehave while in In-School-Suspension will be assigned additional consequences.
- **Out-of-School Suspension (OSS):**

IC 20-33-8-7 Suspension - is defined by statute as any disciplinary action that does not constitute an expulsion whereby a student is separated from school attendance for a period of not more than 10 school days. A school principal (or designee) may deny a student the right to attend school or take part in any school function during the term of a suspension

Suspension Due Process Procedures:

Before a student may be suspended from school, a principal or designee must afford the student an opportunity for a meeting during which the student is entitled to:

1. A written or oral statement of the charges against the student.
2. If the student denies the charges, then he/she must be provided with a summary of the evidence against the student that forms the basis for the charges.
3. The student must be given an opportunity to provide his/her side of the story (his/her conduct). The meeting must precede suspension of the student unless the nature of the misconduct demands immediate removal from the school. In this situation, the meeting must follow the suspension as soon as reasonably possible.

Following a suspension, the principal must send written notification to the parent/guardian of the suspended student describing:

- A. The student's misconduct and;
- B. The action taken by the principal

Suspensions may extend beyond the current school year if, at the time a suspension is imposed, only a few days remain in the school year. The principal may apply any or all of the period of the suspension to the following year. Students will be allowed to complete assignments during out of school suspension via technology provided by MSD of Decatur Township devices. Paper copies may be requested if necessary. Paper copies of assignments may be picked up at 2:45pm in the main office. The student may not participate in any extracurricular activities, ride buses, or be on school grounds during the length of the disciplinary action. All students who are suspended may be required to meet with an administrator upon returning to DMS.

- **Alternative School:** A principal (or designee) has the right to place a student in an alternative instructional setting.
- **Expulsion**
At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time.

IC 20-33-8-3Expulsion - is defined as a disciplinary action or other action (legal settlement issue) whereby a student:

1. Is separated from school attendance for a period in excess of 10 school days;
2. Is separated from school attendance for the balance of the current semester or current year unless the student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or
3. Is separated from school attendance for the period prescribed under IC 20-33-8-16 (one calendar year unless modified by superintendent), which may include assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

IC 20-33-8-19 Expulsion Meeting (Hearing)

An expulsion meeting will be scheduled for a student and parent/guardian when the principal/designee has filed a recommendation for expulsion with the superintendent. The parent/guardian will receive a certified letter that will indicate the date and time of the hearing. It

is an expectation that the student and parent/guardian attend the hearing. One opportunity for rescheduling the date will be permitted upon request due to a parent/guardian conflict. If a parent/guardian does not appear for the hearing, the hearing will be conducted regardless.

Mandatory Compulsory Attendance Law During Expulsion

If the final determination of an expulsion hearing is that a student is to be expelled, during the period of the expulsion, the mandatory compulsory attendance law is still in effect. Therefore, the student's education must continue outside of school through online learning. In most cases, the district's online course curriculum - *Apex for Learning* will be provided as an option. If this option is not chosen by the parent/guardian, there is an expectation that the parent/guardian will enroll the student in a different online school option.

Mandatory Reentry Conference

When a student is scheduled to return to school when the period of an expulsion is over, a mandatory reentry conference will be held with the student, parent/guardian, and school administrator. This conference must be held prior to the student's official return to school date.

Grounds for Suspension or Expulsion

Grounds for Suspension and Expulsion (IC 20-33-8-14): Students may be suspended or expelled for good and sufficient cause. Two statutory grounds for suspension or expulsion are:

- Student Misconduct
- Substantial Disobedience

Grounds for suspension or expulsion apply when the student is:

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

Unlawful Activity by Student On or Off School Grounds

In addition to the grounds for suspension or expulsion 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 to protect persons on school property

This includes any unlawful activity meeting the above criteria that takes place during the weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. School officials may suspend or expel a student for unlawful conduct if evidence exists in the administrative record regardless of whether the student is criminally prosecuted for a crime (Sherrell v. Northern Comm. Sch. Corp.).

Discipline Offense Descriptors

Students are responsible for abiding by school standards at all times while they are under the school's responsibility. Possible discipline offenses have been divided into categories of minor and major offenses depending on the severity of the offenses.

Minor Offenses - Acts or conduct that disrupt or interfere with the education of oneself and/or other students. Common discipline for Minor Offenses includes, but is not limited to: lunch detention, after school detention, In-School Intervention

Major Offenses - Acts or conduct that interferes with the education of oneself and/or other students and may result in hurting people, damaging property, creating a substantial disruption to the learning environment, and/or be against the law. Common discipline for Major Offenses includes, but is not limited to: After School Detention(s), Assignment to In School Intervention, Out of School Suspension, Placement at the Alternative School, Form F16A, and possible Expulsion.

Minor Offenses:

- **Cheating:** The intentional act of obtaining information/answers related to school work or tests/quizzes in a dishonest manner
- **Cutting Class:** The willful non-attendance of one or more classes. Arriving five or more minutes late to a class without permission is considered cutting class.
- **Disrespect for Authority:** The willful act of not following directions or instructions of an adult staff member or speaking to an adult staff member in a discourteous manner.
- **Disruptive Behavior:** An action which creates turmoil/disorder or an interruption to the educational learning environment.
- **Dress Code Violation:** Refusing to follow dress code outlined section IV of this handbook.
- **Forgery:** The intentional act of falsifying or altering the contents of written documents with an intent to defraud.
- **Horseplay:** The act of causing a physical disruption with no apparent ill intent.
- **Insubordination:** Refusal to obey a teacher's or staff member's reasonable request.
- **Misuse of School Property:** The use of school property for any purpose other than the purpose for which it was intended.
- **Profanity:** The use of profane, foul, lewd, or offensive language-verbally or in text.
- **Public Display of Infection:** The act of caressing, hugging and/or kissing between students.

Major Offenses:

- **Aggressive Behavior/Fighting:** Engaging in aggressive, physical contact by one or more persons in the course of which engagement punches are thrown or any part of the body is used either aggressively or in retaliation, for the purpose of restraining or inflicting injury or pain upon another. *For our purposes, self defense means the student tried to evade the attack, does not resort to physical aggression for self-protection, unless they are in immediate physical danger.*
- **Attempt (IC 35-41-5-1)** Engaging in conduct constituting a substantial step toward commission of a crime and acting with the culpability required for such commission; e.g. the crime of attempted battery occurs if a person tries to hit another, but misses.
- **Battery or Physical force against a staff member or student:** The intentional use of physical force in a rude, insolent, or angry manner against a staff member or student which could result in injury.
- **Bullying:** unwanted, aggressive, targeted behavior among school aged children. It involves a real or perceived power imbalance and the behavior is repeated, or has the potential to be repeated, over time. Bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning

comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. Ind. Code 20-33-8-0.2 "Bullying" means overt, repeated acts or gestures including: Verbal or written communications transmitted; Physical acts committed; or Any other behaviors committed; By a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other students.

- **Child Exploitation** (IC 35-42-4-4(b)) Knowingly or intentionally (1) managing, producing, sponsoring, presenting, exhibiting, photographing, videotaping, or creating a digitized image of any performance or incident that includes "sexual conduct" by a child under 18 years of age; (2) disseminating, exhibiting to another person, offering to disseminate or exhibit to another person, or sending or bringing into Indiana for dissemination or exhibition matter that depicts or describes sexual conduct by a child under eighteen (18) years of age; (3) making available to another person a computer, knowing that the computer's fixed drive or peripheral device contains matter that depicts or describes sexual conduct by a child less than eighteen (18) years of age; or (4) with the intent to satisfy or arouse the sexual desires of any person knowingly or intentionally manages; produces; sponsors; presents; exhibits; photographs; films; videotapes; or creates a digitized image of any performance or incident that includes the uncovered genitals of a child less than eighteen (18) years of age or the exhibition of the female breast with less than a fully opaque covering of any part of the nipple by a child less than eighteen (18) years of age.
- **Child Pornography Possession** (IC 35-42-4-4(d)) Knowingly or intentionally possessing or accessing with intent to view: a picture; a drawing; a photograph; a negative image; undeveloped film; a motion picture; a videotape; a digitized image; or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than eighteen (18) years of age or who appears to be less than eighteen (18) years of age, and lacks serious literary, artistic, political, or scientific value.
- **Chronic Disruption/Substantial disobedience:** Repetitive violation of schools rules.
- **Criminal Organization/Criminal Gang Activity**-As per Indiana Code 20-26-18, you will find a written policy and information regarding criminal gang activity can be found on the MSD of Decatur Township website under Board Policies.
- **De-pantsing:** Pulling down pants, shorts, skirts, of students this act may be considered an incident of sexual harassment.
- **Disorderly Conduct** (IC 35-45-1-3) Recklessly, knowingly, or intentionally engaging in fighting, tumultuous conduct, making unreasonably noise after being asked to stop, or disrupting a lawful assembly of persons.
- **Electronic Cigarette and/or Tobacco Possession** (IC 35-46-1-10.5) A person under the age of 18 who possesses Tobacco or under the age of 21 who possesses an electronic cigarette on one's person, accepts for personal use, or purchases such. Possession of tobacco related or e-cigarette/vaping substances, products, or materials (e.g. batteries, cartridges, glycerin) fall under this category. Possession of tobacco and/or vaping products is illegal and can result in a citation written by the school police.
- **Extortion:** The act of obtaining by threat or attempting to obtain by threat control over money, property of the owner, or favors.
- **False Fire Alarm:** The act of intentionally causing any fire alarm to be sounded when no fire exists.
- **Gang Affiliation:** Claiming gang affiliation and/or recruiting students to be part of a gang.
- **Gross Disruption:** An act that creates such turmoil/disruption to the learning environment that a considerable amount of instructional time is lost.
- **Gross Insubordination:** A continuing refusal to obey a teacher's or staff members order or direction. Persistent failure to follow reasonable requests of a staff member; includes refusing to report to the office when requested by school officials. Gross Insubordination also includes responding in a rude/argumentative manner and refusal to follow directions of staff.
- **Habitual Truancy:** Students who are tardy 10 times or more to class in a semester are considered to be habitually truant.

- **Harassment** (IC 35-45-2-2) Intentionally harassing, annoying, or alarming another person, but with no intent of legitimate communication, including the use of the telephone (whether or not a conversation ensues), mail, other form of written communication, or a computer network or other form of electronic communication. **See DMS Harassment Policy section of handbook for additional information.**
- **Hazing** (IC 35-42-2-2.5) Forcing or requiring another person, with or without consent of that person and as a condition of association with a group or organization, to perform an act that creates a substantial risk or bodily injury.
- **Horseplay:** Rough or Boisterous play resulting in physical injury or damage to school property.
- **Indecent Exposure:** The intentional act of exposing the private parts of the body in a lewd or indecent manner.
- **Intimidation** (IC 35-45-2-1) Communicating a threat to another person with the intent that the other person engage in conduct against his will, or the other person be placed in fear of retaliation for performing a lawful act. "Threat" is defined as an expression by words or action of an intention to unlawfully injure the person or damage the property of another.
- **Leaving School Grounds Without Permission:** The act of leaving school property without the permission of the parent or school authority.
- **Possessing, Using, Selling, or Giving Away Fireworks:** The conscious act of: possessing: having in one's actual and physical control, using: employing or availing oneself of, selling: transferring the property in the contract of sale, giving away: transferring the property to another or any device which may be detonated.
- **Possession of Pornographic Material:** Having in one's possession or control lewd, indecent or sexually explicit material (which includes images found in hard copy or electronic form, i.e. cell phones, iPad, cameras, etc.).
- **Possessing, Selling, Threatening to Use, or Using a Firearm, Weapon Other Than a Firearm, Explosive or Explosive Device:** The act of having in one's possession a firearm, weapon, explosive or explosive device during or after school hours or off school grounds at a school activity-
 - The act of selling or trying to sell a firearm, weapon, explosive or explosive device during or after school hours or off school grounds at a school activity-
 - The act of threatening to physically harm a person with a firearm, weapon, explosive or explosive device during or after school hours or off school grounds at a school activity.
 - The act of physically using a firearm, weapon, explosive or explosive device to harm a person during or after school hours or off school grounds at a school activity-A weapon is defined as any object that can reasonably be considered a weapon and be used with intent of causing bodily harm-An explosive is defined as any substance or device having the possibility to blow up or burst with loud noise and force possibly causing damage or harm.
- **Possession of live rounds of ammunition is grounds for expulsion.**
- **Possession of a Gun/Look-Alike:** A look-a-like weapon is a device that simulates a firearm (ex. pellet gun; BB gun, plastic gun).
- **Possessing, Using, or Being Under the Influence of Drugs or Alcohol or anything represented to be Drugs or Alcohol -** The act of: Possessing: have in one's actual and physical control. Using: employing or availing oneself of being under the influence of: indulging to any degree in the use of any narcotic drug, amphetamine, barbiturate, hallucinogenic drug, marijuana or look-alike drug on school grounds, before, during or after school hours or off school grounds at a school activity which would deprive one of that clearness of intellect and control which he would otherwise possess.
- **Provocation** (IC 35-42-2-3) Recklessly, knowingly, or intentionally engaging in conduct that is likely to provoke a reasonable person to commit battery.
- **Reckless Endangerment:** The act of pulling chairs out from under, throwing rocks, etc. without intent to hurt someone or thoughtless actions causing danger.
- **Safety Violation:** Any willful or potentially dangerous act that violates safety rules and endangers students or staff including instigating arguments/fights.
- **Selling Drugs in School** The act of transferring to another person in the contract of sale, any narcotic, drug, amphetamine, barbiturate, hallucinogenic drug, marijuana, controlled substance or

look-alike drug on school grounds before, during or after school hours or off school grounds at a school activity.

- **Setting Fires at School:** The act of setting any fire in school or on school property without permission of the principal or teacher.
- **Sexual Misconduct:** (including cell phone or electronic content/display) "Sexual Contact is defined by Ind. Code 35-42-4-4 (a) to include sexual intercourse, exhibition, of the uncovered genitals intended to satisfy or arouse the sexual desires of any person or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or the other person. It is regarded as sexual abuse when an unwilling student is compelled by force or imminent threat of force to perform or submit to sexual contact/acts.
- **Theft** (IC 35-43-4-2) Knowingly or intentionally taking unauthorized control over the property of another with intent to deprive the person of any part of its value or use.
- **Threatening a Staff Member or Student:** An intentional threat through verbal or other actions that physical force, in a rude, insolent, or angry manner would be used against a staff member, student, or another adult associated with the school.
- **Trespassing:** Unauthorized or illegal use of the building before, during or after school hours.
- **Truant from School:** The willful absence from school without school or parental permission.
- **Vandalism:** Willfully damaged or destroyed school property or private property used in the course of school activities. Students shall be required to make restitution.
- **Verbal/Written Abuse against a student and/or staff member:** The flagrant and/or excessive use of foul, obscene, slanderous or offensive language or gesture against a staff member.
- **Violation of "Acceptable Use Agreement"**-See page 11.
- **Vulgar Language/Offensive Gestures:** Any use of obscene, offensive, profane language, gestures, or racial slurs with the intent to humiliate, embarrass, or provoke an altercation, verbally or physically, with an individual..

Searches: School and School Activities

At times it is necessary for places and persons to be searched for contraband in order to protect students and staff. Ind. Code 20-33-8-32 and the following rules apply to searches of lockers, students and student possessions such as pockets, backpacks, bags, purses, and vehicles parked or traveling on school property: School staff may be assisted in conducting searches by specifically trained police dogs, blood-alcohol test technology and metal detectors.

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a District administrator by the use of a lock or other device.

Searches: Student Person and Possession

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours and a school search report will be completed by a school administrator.

Searches, pursuant to this policy, shall also be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-33-8-14.

DMS HARASSMENT POLICY

It is Decatur Middle School's commitment to provide a safe, positive, productive and nurturing educational environment for all students. Harassment, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. It is the school's intent to prevent harassment and to take action to investigate, respond, remediate, and discipline those acts of harassment, which have not been successfully prevented.

Harassment of a Student: Harassment involves unwelcome conduct directed to a person or group of persons based on the actual or perceived membership in a protected class of a person, the person's family, or individuals with whom the person associates. Board Policy 5517

Racial Harassment: Racial harassment is unwelcome physical, verbal, or nonverbal conduct directed to a person or group of persons based on race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from the District's education programs or activities. Such harassment may occur where conduct relates to the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment: Religious harassment is unwelcome physical, verbal, or nonverbal conduct directed to a person or group of persons based on religion or creed and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from the District's education programs or activities. Such harassment may occur where conduct relates to characteristics of a person's religious tradition clothing, or surnames, and/or involves religious slurs.

National Origin Harassment: National origin harassment is unwelcome physical, verbal, or nonverbal conduct directed to a person or group of persons based on national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from the District's education programs or activities. Such harassment may occur where conduct relates to characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment: Disability harassment is unwelcome physical, verbal, or nonverbal conduct directed to a person or group of persons based on disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from the District's education programs or activities. Such harassment may occur where conduct relates to the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments, or appearances, or the like.

Sexual Harassment: Sexual harassment is unwelcome sexual advances, sexually motivated physical conduct or other verbal, nonverbal or physical conduct or communication of a sexual nature which has the purpose or effect of substantially or unreasonably interfering with an individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from the District's education programs or activities.

Bullying: "Bullying" (per IC 20-33-8-.2) means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

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

Harassment Investigation:

Any individual who believes a student has been or is the victim of discrimination, bullying, harassment, hazing, or similar conduct should immediately report the situation to the building principal or designee (acting as the school-level nondiscrimination coordinator), the District-wide Nondiscrimination Coordinator(s), or the Superintendent, and/or complete the School District's Harassment, Intimidation and Bullying report form, which is available online at www.decaturnproud.org. This form can be filled out anonymously. Upon receipt of a complaint or report of discrimination, harassment, bullying, hazing, or similar conduct, the school district will undertake or authorize an investigation by the building principal or designee, acting as the school-level nondiscrimination coordinator, the District-wide Nondiscrimination Coordinator(s) or a third party designated by the school district.

All complaints of discrimination, harassment, bullying, hazing, or similar conduct will be promptly investigated. The building principal or designee, acting as the school-level nondiscrimination coordinator will prepare a written report of the investigation upon completion. Such report will include findings of fact, a determination of whether acts of discrimination, harassment, bullying, hazing, or similar conduct were verified, and, when prohibited acts are verified, a recommendation for appropriate disciplinary action or other non-disciplinary interventions or supports will be included in the report. Where appropriate, written witness statements will be attached to the report.

If the investigation finds an instance of discrimination, harassment, bullying, hazing, or similar conduct has occurred, it will result in prompt and appropriate disciplinary action or other non-disciplinary interventions and support. This may include up to expulsion for students, up to discharge for employees, up to exclusion for parents, guests, volunteers, and contractors, and up to removal from any official position and/or a request to resign and Bullying report form, which is available online at www.decaturnproud.org for School Board members. Individuals may also be referred to law enforcement officials where appropriate.

The investigation process will begin within two (2) school days after the complaint is made. The investigation will be completed within thirty calendar days of the complaint being received. The building principal or designee, acting as the nondiscrimination coordinator, or the District-wide Nondiscrimination Coordinator(s), will notify the parent/guardian of the targeted student(s) when the investigation has concluded, including, where appropriate, information on the actions taken to resolve the complaint. In providing such notification, the District employees will take care to respect the statutory privacy rights of all students, including the targeted student, the student(s) who engaged in the prohibited conduct, and witnesses.

If after investigation, the district determines that a student has engaged in prohibited discrimination, harassment, bullying, hazing, or similar conduct, the building principal or designee, acting as the school-level nondiscrimination coordinator, or the District-wide Nondiscrimination Coordinator(s), will notify that student's parent/guardian of that finding. If disciplinary consequences or non-disciplinary interventions and supports are imposed against such student, a description of such discipline will be included in the notification. In providing such notification, the District employees will take care to respect the statutory privacy rights of all students, the targeted student, the student(s) who engaged in the prohibited conduct, and witnesses.

Retaliation against any person who reports, or is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of discrimination, harassment, bullying, hazing, or similar conduct, is prohibited and will not be tolerated. Such retaliation will be considered a serious violation of School Board policy and independent of whether a complaint is substantiated. Suspected retaliation will be reported and investigated in the same manner as discrimination, bullying, harassment, hazing, or similar conduct.

Board policies prohibiting discrimination, harassment, bullying, hazing, or similar conduct, and their related administrative guidelines, if any, will not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Criminal Organization/Criminal Gang Activity

As per Indiana Code 20-26-18, you will find a written policy and information regarding criminal gang activity insert can be found under Board Policies on our M.S.D. Decatur Township Website.

THANK YOU!

Thank you for taking the time to read our DMS student handbook! We invite and look forward to your input as we strive to make Decatur Middle School the school of choice in the greater Indianapolis area! Together we are Decatur Proud!

OTHER HELPFUL LINKS AND RESOURCES

DMS Website

<http://www.decaturoproud.org/decaturn-middle>

Inclement Weather Information

<http://www.decaturoproud.org/decaturn-middle/news/1625204/inclement-weather-information>

eLearning Information

<http://www.decaturoproud.org/academics/elearning>

Internet Safety

<https://www.common sense media.org>

Digital Transformation Info

<http://www.decaturlproud.org/info-tech/digital-transformation>

MSD Decatur Facebook Page

<https://www.facebook.com/MSDDecaturTownship>

Skyward Access

<https://skyweb.msddecatur.k12.in.us/scripts/wsisadll/WService=wsEAplus/seplog01.w>

Canvas Access

<https://msddecatur.instructure.com/login/ldap>

Internet Hotspots, T-Mobile. Grades 3-8

[https://campussuite-storage.s3.amazonaws.com/prod/484008/2fabe5fc-59b7-11e6-943a-22000bd8490f/1809034/d6107582-9989-11e8-a70f-0a9302a9ba54/file/Mifi%20Devices%20Info%20Sheet%20\(1\).pdf](https://campussuite-storage.s3.amazonaws.com/prod/484008/2fabe5fc-59b7-11e6-943a-22000bd8490f/1809034/d6107582-9989-11e8-a70f-0a9302a9ba54/file/Mifi%20Devices%20Info%20Sheet%20(1).pdf)

iPad handbook

<https://campussuite-storage.s3.amazonaws.com/prod/484008/2fabe5fc-59b7-11e6-943a-22000bd8490f/1856492/4d4fea02-e461-11e8-94f7-1271508d8b5e/file/ipad%20handbook.pdf>

PARENT AND STUDENT SIGNATURE

Please sign and return this page to school no later than August 1, 2020.

I acknowledge that I have received a copy of the Decatur Middle School Student Handbook.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____