

Sunman-Dearborn Middle School

8356 Schuman Road

St. Leon, IN 47012

Grades: 6-8



2017-2018 Student Handbook

Phone: 812-576-3500

Fax: 812-576-3506

Website: sdms.sunmandearborn.k12.in.us

Sunman-Dearborn Middle School and Sunman-Dearborn Community Schools has a policy of providing equal opportunity. All courses are open to all students regardless of race, color, sex, handicapping conditions, or national origin, including limited English proficiency.

Educational services, programs, instruction, and facilities will not be denied to anyone in the Sunman-Dearborn Middle School as the result of his or her race, color, religion, sex, handicapping conditions, or national origin, including limited English proficiency. For further information, clarification, or complaint, please contact: Superintendent of Sunman-Dearborn Community Schools, Dr. Andrew Jackson, 1 Trojan Place, Suite B, St. Leon, IN 47012. (812) 623-2291. For any other information, contact Mr. Matt Maple, Principal.

This Student Handbook/Agenda Belongs To: _____

**SUNMAN-DEARBORN MIDDLE SCHOOL 2017-2018
HANDBOOK RECEIPT SIGNATURE FORM**

AGREEMENT:

We, the undersigned, have received and understand the discipline and attendance policies of Sunman-Dearborn Middle School as stated in the student handbook.

Please sign this form and return to your homeroom teacher by Wednesday, August 16, 2017.

Student name (printed) _____

Student signature _____

Date _____

Parent/Guardian signature _____

Date _____

Bus from home _____

Transfer bus _____

SUNMAN-DEARBORN COMMUNITY SCHOOL CORPORATION TECHNOLOGY USAGE AGREEMENT

USER: I understand and will abide by the above Conditions, Rules, and Acceptable Use Agreement. I further understand that any violation of the above Conditions, Rules, and Acceptable Use Agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked; disciplinary action may be taken and/or appropriate legal action.

PARENT OR GUARDIAN: (If you are the parent or guardian of a student under the age of 18, you must also read and sign this agreement.) As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes only. I also recognize that it is impossible for the S-DCSC to restrict access to controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Signing below indicates that you, the staff member or student and parent/guardian, admit to having read, understood, and agree to abide by all provisions and restrictions set forth on both sides of this agreement.

Students must print name, sign name, enter current date and include student ID number and graduation year. Parent/Guardian must also print name sign name, and enter current date.

Name of User (please print)

Signature of User

Date

Name of Parent/Guardian

Signature of Parent/Guardian

Date

Student ID Number

Graduation Year

SUNMAN-DEARBORN COMMUNITY SCHOOL CORPORATION TECHNOLOGY USAGE AGREEMENT

The Internet and various forms of technology are a collection of networks that allows access to an unprecedented amount of information and resources. When properly utilized, this can enhance collaboration, communication, learning, and classroom instruction. We are pleased to be able to provide this level of technology to both staff and students.

With access to such a great wealth of information and resources, both staff and students (collectively referred to as “users”) must understand and practice proper ethical use. All users must understand their responsibilities regarding procedures, policy, and security before using the network.

Important General Usage Guidelines

- A. S-DCSC seeks to provide access to digital and online materials for learning. Only websites that are related to work, instruction, or research are authorized for use.
- B. All Games are strictly forbidden from use unless they are educationally related to the curriculum being taught.
- C. Streaming video and audio is not authorized unless educationally or instructionally related. (i.e. music videos, Spinner, etc.)
- D. All music sharing programs (Napster, Morpheus, Kazaa, Gnutella, iMesh, etc.) are banned from use on campus.
- E. External and personal email, chat rooms, and instant messaging are not authorized for use on campus. Only school-approved and issued accounts (such as Google Apps for Education, iXL, Renaissance Place, and education websites) will be allowed for educational purposes.
- F. File storage on campus computer systems is to be used for educational, instructional, or work related use only. Do not store games, videos, inappropriate pictures, hacking utilities, etc. on any computer or network resource.
- G. Any unauthorized access or attempted access to the student information system will result in strict disciplinary action.
- H. The use of slanderous language via any electronic communication is strictly prohibited.
- I. No student or staff member shall access inappropriate material via the Internet while on campus and using school resources. This includes, but is not limited to, pornographic sites, child pornography, racist sites, illegal activities, and any other site that is unlawful, immoral, or unethical. This policy includes all technology resources such as computers, mobile devices (including cell phones)

Computer Usage

Users must never share their accounts with other users. Users are responsible for the accounts they have been issued. Therefore, it is extremely important that the password issued to the user be kept confidential to ensure proper network security.

Users are restricted from downloading, storing, or using any program designed to exploit network vulnerabilities. Copyrighted material such as music, pictures, media files, and programs shall not be downloaded or stored on any campus computer without proof of purchase or written consent from the owner. Any user identified as intentionally sending or infecting computers will be subject to disciplinary action and/or legal action.

TECHNOLOGY USAGE ADDITIONAL GUIDELINES

Conditions, Rules, and Acceptable Use Agreement

INTERNET: Sunman-Dearborn Community Schools (S-DCSC) has actively pursued advanced technology to provide access to learning opportunities for our students and staff. We believe that computers connected to the Internet will help propel today's schools into the information age by allowing students and staff to access and use information sources from distant computers, communicate and share information with individuals or groups of other students and staff, and significantly expand their knowledge base. The Internet is a tool for lifelong learning that will open the door to many advanced educational tools.

PROPER AND ETHICAL USE: With this new learning tool students and staff must understand and practice proper and ethical use. All students and staff must attend in servicing regarding procedures, ethics, and security involving the use of the Internet before receiving an account name and password in order to use the system.

CONDITIONS AND RULES FOR USE

A. Acceptable Use

1. The purpose of the Internet is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of S-DCSC. Access to the Internet is made possible through an appropriate provider to be designated by S-DCSC at its sole discretion. S-DCSC and all users of the Internet must comply with existing rules and acceptable use policies, which are incorporated into this document.
2. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighting material, threatening or obscene material, or material protected by trade secret.
3. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

B. Privilege

The use of the internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. S-DCSC, under this agreement, is delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account, at any time, based upon its determination of inappropriate use by the account holder or user.

C. Monitoring

The S-DCSC reserves the right to review any material on user accounts, computers, and file server space in order for S-DCSC to make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring user accounts and file server space, S-DCSC will respect the privacy of those accounts.

D. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not use abusive language in your messages to others.

2. Use appropriate language. Do not use profanities, vulgarities, or any other inappropriate language. Do not engage in activities that are prohibited under state or federal law.
3. Do not reveal any personal information about yourself, students, or colleagues. This includes personal addresses and phone numbers.
4. Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities and may result in the loss of user privileges.
5. Do not use the network in such a way that you would disrupt the use of the network by other users.
6. All communications and information accessible via the network is assumed to be private property.
7. Personal purchases on the school Internet is prohibited.

E. No Warranties

S-DCSC makes no warranties of any kind, whether expressed or implied for the services it provides. S-DCSC will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, incorrect deliveries, or service interruptions caused by the S-DCSC negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. S-DCSC specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they contain and consider how valid that information may be.

F. Security

1. Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password. Users should also protect their password to ensure system security and their own privilege and ability to continue to use the system.
2. If you feel that you have identified any security problem on the network, you must notify a system administrator. Do not demonstrate the problems to other users.
3. Do not use another individual's account.
4. Attempts to log on to the network as a system administrator may result in cancellation of user privileges.
5. Any user attempting to operate a malicious piece of software designed to hack, crack, or alter any part of the network, elevate user privileges, or produce unnecessary bandwidth consumption will have disciplinary action taken against them.
6. S-DCSC may deny Internet access to any user identified as a security risk for having a history of problems with other computer systems.

G. Vandalism and Harassment

1. Vandalism and harassment will result in cancellation of user privileges.
2. Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user, the Internet or other networks that are connected to the Internet backbone. This includes, but is not limited to, defacing hardware, changing network or individual computer settings or configurations, uploading or creating of computer viruses, trojans, and other malicious software. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted email.

H. Procedures for Use

1. Student users must always get permission from their instructors before using the network or accessing any specific file or application. Follow written and oral classroom instructions.
2. All users have the same right to use the equipment. Therefore, users shall not play games (network or local) or use the computer resources for other nonacademic activities. In addition, users shall not waste nor take supplies, such as paper, printer cartridges, diskettes, or cd's that are not provided by the S-DCSC.

I. Encounter of Controversial Material

Although the district employs an Internet Filtering Device, users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. However, on a global network it is impossible to control effectively the content of data and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material. Any decision by S-DCSC to restrict access to Internet material shall not be deemed to impose any duty on S-DCSC to regulate the content of material on the Internet.

PENALTIES FOR IMPROPER USE

- A. Any user violating these rules, applicable state and federal laws or posted classroom and district rules are subject to loss of network privileges and any other District Disciplinary options.
- B. In addition, pursuant to the State of Indiana Law, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation of Indiana Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.

S-DMS Daily Chromebook Expectations (in addition to the SDCSC Chromebook Policy Handbook):

- The chromebooks have to remain in the carrying case provided at all times
- While transporting, the carrying case must be zipped and the strap must be across your body and on your shoulder
- The student identification card provided needs to remain in the slot on the outside of the carrying case
- The chromebooks are not allowed in the lunchroom (must be taken to locker prior to lunch)
- While in the restroom, the chromebook and case need to be placed in a safe/secure location (i.e. shelf, hook, locker)

If you're involved in S-DMS Extra Curricular Activities (sports / clubs)

- For away events: chromebooks will remain on a locked bus
- For home events: chromebooks will be locked in their issued athletic locker
- For practices: chromebooks will be locked in their issued athletic locker

S-DMS Information

"Preparing learners for tomorrow's challenges."

8356 Schuman Road
St. Leon, IN 47012
(812) 576-3500

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Kevin Moore, Assistant Principal
Chris Riehle, Athletic Director
Jeff Mersmann, Guidance Counselor
Renee Watkins, Guidance Counselor

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GENERAL INFORMATION

MISSION/VISION

“Preparing learners for tomorrow’s challenges.”

STUDENT DROP-OFF / PICK-UP

Anyone dropping off or picking up students between the hours of 7:00-8:15am and 2:30-3:10pm should use the parking lot at the East end of the building (near PE entrance #1 & #2). If picking up or dropping off students any other times of the day, please use front entrance (Door #4).

HOURS FOR STUDENTS

Early bus students and students arriving early in the morning report to the cafeteria/gym until the 8:05am bell. In the afternoon, late bus students report to the cafeteria by 3:00pm and remain there until the bus arrives.

SCHOOL CLOSING/DELAY/EARLY DISMISSAL

Parents will be notified by phone call or email through our automated calling system in the event of a school closing, two-hour delay, or early dismissal. Arrangements should be made for the care and supervision of children in the event of dismissals due to weather or other unforeseen emergencies. Students can only be picked-up by persons listed on their Health Information Sheet. A photo ID may be required. School closing, delayed starting time or early dismissal will be announced over radio stations WSCH-99.3 Aurora, and WRBI-104 Batesville. This information will also be carried on the Cincinnati radio and TV stations. The

corporation website will also be updated. Parents should notify the guidance secretary when change of address or phone number occur in order for the school to maintain current contact information.

LOCKERS

Each student is issued a locker in which they are not permitted to share, switch, or set lockers. Violators will be subject to disciplinary action at the discretion of the administration.

PERSONAL POSSESSIONS

Students should bring only items necessary for class work, school sponsored extracurricular or sports activities. If it is necessary to bring such items, make arrangements with the sponsor, teacher, or coach for safekeeping. The school will not be responsible for any item damaged, lost or stolen. Anything punishable by the State of Indiana is not permitted at school and will be confiscated. Disciplinary action will be taken.

CELL PHONE POLICY

Cell phones are allowed at S-DMS. However, it is at the teacher's discretion if they wish to allow them in their individual classroom(s). Any such violation(s) of the teacher's classroom cell phone policy could result in a referral to the office.

DRESS / APPEARANCE

Proper student dress and appearance are important for creating an educational atmosphere geared for school success. In an effort to provide clarity for all students and staff members the following guidelines may apply:

Note: These examples are not all inclusive and other types of apparel may be deemed inappropriate for the school environment.

- Pants must be worn at the waist. Baggy pants hanging below the waste are prohibited.
- Shorts and skirts/dresses must be fingertip length when the student is standing.
- Leggings and tights may be worn with shorts or fingertip length skirts, but not by themselves.
- Bare midriff apparel is not to be worn. Shirts and tops are to be hip length or longer when the student's arms are raised.
- Sleeveless shirts or tank tops are prohibited.
- Low neckline tops exposing cleavage are prohibited.
- Pajamas or sleepwear is prohibited.
- Jewelry that presents a threat to person or property is not appropriate.
- Footwear must be worn in the building at all times.
- The following items are not permitted: items referring to drugs, alcohol, tobacco, gangs, sex, illegal activity, death or offensive to school purposes, spikes, dog collars, straps, sunglasses, hats, bandanas, and face painting (unless otherwise permitted by administration on specific days).
- Coats, jackets, book bags, and hats should remain in the student's locker throughout the school day.
- The dress code may be modified by administration for the purpose of school spirit days or other special school-wide events.

INSPECTION POLICY

The school has the right to inspect students' lockers, belongings, and their persons if a situation warrants.

FUNDRAISING

Only fundraisers sponsored by Sunman-Dearborn Middle School may be conducted at school during school hours or on the bus unless prior permission is obtained from the building principal. Sponsors must complete a fundraiser application prior to beginning any fundraiser.

FIELD TRIPS

Prior to the field trip, students should make arrangements with each of their teachers for make-up work. Students with failing grades may not be able to participate. If for any reason a student has paid to attend a field trip and cannot attend, the school cannot make refunds.

BOOKSTORE / BOOK RENTAL / FINES

Book rental fees must be paid on book days prior to the first day of school, or upon enrollment of new students during the school year. Each student is responsible for the care, custody, and control of the books that they have rented. In order to insure all books are well cared for (other than normal wear) a fine is levied for damages done to books while checked out by the student. Students withdrawing from school and who leave the school in good standing, and who return all books in acceptable condition will receive the amount of refund due; calculation figured nine-week basis. There will be a \$20.00 service charge for checks returned.

INTERNET USE

Sunman-Dearborn School policy requires that all persons, students and adults, who "log" on to the Internet at school have a signed Internet usage form on file with the appropriate school. The usage form is included in this student handbook.

ANTI-HARASSMENT

General Policy Statement

It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School Corporation community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Concerns regarding harassment of students should be directed to building administration (812) 576-3500 so that a formal complaint process may be initiated. The formal process for addressing complaints for student harassment which was adopted by the Sunman Dearborn Community Schools Board is outlined in detail on the district website.

Asbestos Notification
AHERA Rule 40 CFR 763

The Asbestos Hazard Emergency Response Act requires that the employees, participants, and students attending our schools be informed of the presence of any asbestos containing materials in the facilities of the Sunman-Dearborn community School Corporation. The information provided below is a result of federal, state and local inspections. The asbestos present in the High School is contained within the fume hoods in the science labs. The material is in a manageable condition and will not cause a hazard to the occupants of the building. The asbestos present in the Middle School is contained within the fume hoods in the science rooms. The material is in a manageable condition and will not cause a hazard to the occupants of the building.

The asbestos present in the old North Dearborn Elementary School is contained within the pipe insulation in the gym over the stage and under front room sinks. This material is contained out of the environment since it is wrapped in cloth and sealed with paint. There is also floor tile that contains asbestos material. The floor is in manageable condition because it is not cracked or broken and is sealed with floor finish. The three current elementary school, Bright, Sunman and North Dearborn are free of asbestos materials. A management plan has been written and approved for the control and elimination of these materials. Each building has such a plan on file. As part of this management plan, an inspection of all asbestos-containing materials is conducted by Astesco Inc. every three years with the last being done on January 7, 2016. Additional re-inspections are conducted twice each year by the school corporation. Should you have questions regarding the management plan or health risks that might be caused by the presence of asbestos, contact The Director of Support Services at Central Office or your building Principal.

ACADEMIC INFORMATION

STUDENT GRADING SCALE

| | | |
|----|---------------|------|
| A+ | 97-100 | 4.33 |
| A | 93-96 | 4.00 |
| A- | 90-92 | 3.67 |
| B+ | 87-89 | 3.33 |
| B | 83-86 | 3.00 |
| B- | 80-82 | 2.67 |
| C+ | 77-79 | 2.33 |
| C | 73-76 | 2.00 |
| C- | 70-72 | 1.67 |
| D+ | 67-69 | 1.33 |
| D | 63-66 | 1.00 |
| D- | 60-62 | 0.67 |
| F | 59 and below | 0.00 |
| WF | Withdraw/Fail | 0.00 |
| I | Incomplete | 0.00 |
| WX | Expelled | 0.00 |

HONOR ROLL

Students who earn the following grade point averages will be designated with the following honors:

| | |
|----------------------|-------------|
| Honor Roll | 3.33 - 3.79 |
| Exemplary Honor Roll | 3.80 - 4.33 |

POWER SCHOOL PORTAL

Parent Portal is a tool that is integrated into the PowerSchool Student Information System (SIS) that is specifically developed for parents and students. Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, lunch menus and even personal messages from the teacher. Everyone stays connected. Parent Portal can be accessed on the school website at: <http://sdms.sunmandearborn.k12.in.us/> or by downloading the PowerSchool mobile app.

SCHEDULE CHANGES POLICY

Although course selections are made for the entire school year, a student (with parent approval) may request a course selection change only under the following conditions:

- Alignment with graduation plan
- Student is academically misplaced
- An error in computer entry

*****Note: All requests will be considered and reviewed by principals and counselors. Be aware that we may not be able to honor requests.**

SUMMER SCHOOL/RETENTION

S-DMS administration will recommend placement in summer school or possible retention based on a variety of data points.

MAKE-UP WORK

Students absent from school are responsible for all work and information missed in each class. Upon returning to school after the absence(s), it is the student's responsibility to seek make-up work from each teacher. For each day they miss, they will have that same number of days to turn in the work for credit.

CAFETERIA INFORMATION

Payment Options

A meal account is setup for each student with the student ID number. Accounts with multiple students may request for the account to be combined or separated. If you choose to use the lunch account, you must deposit money into the account with a check, cash or credit card through EZ School Pay (www.ezschoollpay.com). Checks should be made payable to Sunman-Dearborn Community Schools Cafeteria. You must have the student's full name and ID on the check or envelope. Any check that is returned for nonsufficient funds will incur a \$20.00 service fee. Meal accounts work like a checking account, where you should always have money on the account.

Student Meal Accounts

All students will be enrolled to use Identometrics Biometric Finger Scanning Technology to purchase their lunch. Parents may request for their student to opt-out of using the Biometric Finger Scanning Technology by completing an Opt-Out Request Form and turning it into the cafeteria. Forms are available in the office, cafeteria or online. If a student opts out, they will be required to utilize an ID card to purchase their meals. For more information on the Biometric Finger Scanning Technology, please visit the Food and Nutrition Service Website or contact the Director of Food and Nutrition Services at 812-623-2291 ext. 13809. The Food and Nutrition Services Department is not responsible for monitoring the items a student purchases. Parents need to make sure their student/s understand if they are allowed to purchase meals and/or ala carte items.

Charging Policy and Courtesy Meals

Students will be allowed to charge their account up to (-\$13.00). If a student owes more than \$13.00, a Courtesy Meal which consists of a peanut butter sandwich (or cheese sandwich if peanut allergy on file), fruit or vegetable and milk will be provided for \$1.00 until the debt is paid. Middle School students may deny a courtesy meal. Charges are not permitted for ala carte items including extra entrees.

Low or Negative Balance Reminders

Cashiers will inform all students of low and negative account balances each day. Written negative balance reminders are sent home with students on a weekly basis. If necessary, the Director of Food and Nutrition Services or School and Nutrition Service Manager will make a courtesy phone call or mail negative balance reminders to the household. Parents may also receive low balance reminders through EZ School Pay (www.ezschoollpay.com). Payments for meal accounts do not need to be made through EZ School Pay to utilize this service.

Collection of Unpaid Debt

At the end of the school year, all meal accounts (including inactive students that have withdrawn or graduated) with a negative balance of (-\$10.00) or greater with no attempt to satisfy debt will be sent to small claims court.

Inactive Students

Inactive student accounts with positive balance will be transferred to a sibling, if applicable, or refunded if greater than \$5.00. You must contact the Director of Food and Nutrition Services for refunds less than \$5.00.

End of School Year Meal Account Balances

Funds that remain in active student meal accounts (including negative balances less than (-\$10.00) at the end of the school year will rollover to the next school year.

Meal Assistance

Households whose income is at or below established low income levels are eligible for free or reduced meals. Applications may be submitted to the front office of each school at any time throughout the school year. Free and reduced benefits do not carry over each school year, so applications must be re-submitted every school year. Only one application should be submitted per household. Applications will be processed within 10 days of receiving the application. Once the application is processed, households will receive an eligibility letter indicating their approved status. Students are considered "paid" and are responsible for ALL charges accrued until the application is processed.

Meal Prices for the 2017-2018 school year are as follows:

| MEAL | PRICE 2017-2018 |
|----------------------------------|------------------------|
| Student Breakfast | \$1.25 |
| Reduced Priced Student Breakfast | \$.30 |
| Adult Breakfast | \$1.75 |
| Student Lunch | \$2.40 |
| Reduced Price Student Lunch | \$.40 |
| Adult Lunch | \$3.10 |
| Courtesy Meal | \$1.00 |

ATTENDANCE INFORMATION**STATE LAW REGARDING ATTENDANCE****Compulsory Attendance Law**

- An individual is required to attend school from the fall term the individual becomes seven years of age until the date on which the individual graduates, legally withdraws or reaches at least eighteen years of age.
- A child commits a delinquent act when failing to attend school as required by law and is within the jurisdiction of the Juvenile Court. A child who is habitually absent from school may be reported to

the Juvenile Court. Juvenile Court proceedings can result in probation, out-of-home placement, community service, psychological services and/or curfew.

- It is unlawful for a parent/guardian to fail, neglect or refuse to send his or her child to school in compliance with this law.

Educational Neglect

- Indiana Juvenile Law categorizes educational neglect within the scope of child neglect. Neglect is the impairment or endangerment of a child's physical or mental condition as a result of the inability, refusal or neglect of the parent/guardian to supply the child with necessary food, clothing, shelter, medical care, education, or supervision.
- A person who knowingly or intentionally deprives a dependent of the education required by law commits Neglect of a Dependent, a Class D felony. This law does not require that a person intend for the child not to receive an education, only that he or she knows that there is a high probability that his actions or inactions are preventing the child from getting an education. Such a violation is punishable by up to three years confinement and a fine of up to \$10,000.

GENERAL PROCEDURES

- All students will report to their first period class by the 8:12am bell.
- School attendance is required for at least three periods in order for students to attend after school activities and athletic events unless approval has been issued in advance by the building principal.
- Upon return to school, students must bring a note within 3 school days from their parent, guardian, or medical office explaining the reason for the absence.
- When students are absent from school, the parent/guardian may receive an automated phone call informing them of their child's absence. It is not required to call the school when your child is absent.

ABSENCE LIMITATIONS

- A. Medical excuses are unlimited and require written verification from the student's personal physician.
- B. One funeral day with documentation is an excused absence. Additional bereavement days may be excused on an individual basis.
- C. Parental excuses are limited to **FIVE** per semester. A parental excused absence may occur in the following areas:
1. Student Illness (w/out a doctor's note)
 2. Illness in the immediate family
 3. Bereavement beyond funeral day (unless approved by administration)
 4. An emergency or circumstance which necessitates the student's presence at home.
 5. An absence that is pre-arranged between the parent and administration.
- D. After the (5) parental days are used, each thereafter day missed will be labeled unexcused. Once the student has accumulated eight or more parent/unexcused days, truancy paperwork will be filed with the local probation office.
- E. Attendance letters will be mailed home for students with three, five and eight absences for the semester (excludes medical excuses). Indiana law requires the school to contact the local child protective services office if a student exceeds allowable absences.
- F. Habitual truants will be reported to juvenile authorities.

PERFECT ATTENDANCE

Student must be in attendance for the entire school day. Sign-in/out will exclude student from achieving perfect attendance.

VACATION PLANNING

The last student school day is scheduled for May 24, 2018, however it is possible that the school year will be extended due to inclement weather. Spring break begins on Monday, March 19th and runs through Friday, March 30st. Please keep in mind, Monday, March 19th – Friday, March 23rd could potentially be snow make-up days.

PRE-ARRANGED ABSENCE

Occasionally parents take students from school for extended travel time. If such a situation occurs, note the following:

- The parent should submit a request in writing at least two days in advance to the principal.
- When approved by the building principal, the guidance department will notify the proper teachers and advanced assignments may be given to the student.
- The student is responsible for all school work missed.

SIGN-INS / SIGN-OUTS

- A. Students arriving after homeroom has begun must sign-in at the office with a parent or medical note.
- B. Students who sign-out from the clinic will receive a medical excuse for the rest of that day only.
- C. No student is to leave school early unless excused and signed out at the office. Students must be signed-out by a parent, guardian or person listed on their Health Information Sheet. A photo ID may be required.
- D. Full-day verses half-day absences is determined by how long a student is present at school.

TARDY PROCEDURE

Students are considered "tardy" if they are not in their classrooms when the bell rings. Students have five minutes between classes. Names of students who are tardy will be marked tardy in the SDS per-period attendance. Student tardiness may result in discipline.

MEDICAL INFORMATION

MEDICATIONS TAKEN AT SCHOOL

1. No medicine prescribed by a physician shall be given to a student without written consent of the physician **AND** parent.
2. It is the responsibility of the parent/guardian or designated adult to make sure that medications are delivered safely to the nurse. No student, grades K-8, can transfer medicines to and from school.
3. All prescribed medicines must have the pharmacy label on the **CONTAINER**. This includes all medicines, inhalers and epi-pens.

4. Medication must be administered in accordance with the physician's prescription. The dosage cannot exceed the recommendation of the Physicians Desk Reference. Any changes to doses or time of dosage must be given to the nurse in writing and signed by the physician.
5. **ONLY** antibiotics that are prescribed to be given 4 times a day will be given at lunch.
6. Non-prescription medicines (over-the-counter) will be dispensed with parent/guardian written permission. This permission will be for the period of time specified and **NEVER** longer than the current school year.
7. No student is to have **ANY** medication on them. Cough drops and throat lozenges may be brought from home with S-DMS Office approval prior to the start of school.
8. Unless other arrangements are made, medications left at the end of the year will be disposed of.

INFECTIOUS OPEN WOUND POLICY

In order to attend classes, all open sores must be covered and cleared from medical doctor or school nurse prior to attending class or riding the bus.

OPEN SORE and/or STAPH INFECTIONS

Practice good hygiene:

- Keep your hands clean by washing thoroughly with soap and water or using an alcohol-based hand sanitizer.
- Keep cuts and scrapes clean and covered with a bandage until healed. Apply antibiotic ointment 3 times per day until the cut or scrape is healed.
- Avoid contact with other people's wounds or bandages.
- Do not share personal items such as towels or razors.

Drug-resistant Staph infections can become a problem for some children. Treatment of a skin infection does not always get rid of Staph bacteria in the nose or throat. Even if all of the bacteria were removed from your child during treatment, because other family members may have the staph bacteria in their noses and throats, your child may continue to get the bacteria from contact with family. Taking medicine for longer periods of time can help remove drug-resistant Staph bacteria from all members of your family. Talk to your healthcare provider about these treatments.

PEST CONTROL POLICY

The Sunman-Dearborn Community School Board has adopted a Pest Control Policy. This policy follows 357 IAC 1-16 Pesticide Use at Schools. We are committed to providing a safe environment for students, staff and visitors, one free from exposure to pests and pesticides. Students, parents, guardians, and staff have the right and we have the responsibility to notify you if we apply pesticides on school property. This notification does not apply to the use of the following pesticides: 1) When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers and swimming pool chemicals; 2) Personal insect repellents when self-applied; 3) Gel baits or manufactured enclosed insecticides when used where students and staff members have no access to the insecticides. Certain pest problems can pose an immediate threat to the health of students or staff. In case of emergencies, notification of pesticide application will be provided as soon as possible following the application.

Should you wish to be notified prior to pesticide application at your school (or schools); a form is available from the principal's office. Per Indiana Administrative code, SDCSC will provide notice prior to the date and time the pesticide application is to occur for those who have registered.

SUNMAN-DEARBORN MIDDLE SCHOOL EXTRACURRICULAR ACTIVITIES DRUG TESTING PROGRAM

THE MISSION AND PHILOSOPHY OF SUNMAN-DEARBORN MIDDLE SCHOOL

Mission

The mission of Sunman-Dearborn Middle School: Preparing Learners for Tomorrow's Challenges.

Philosophy

We believe that the primary goal of education in America is to prepare young people for effective participation in our democratic society. This participation entails the mental, social, physical, emotional and moral development of each. In order to meet this challenge, we at Sunman-Dearborn Middle School believe that the efforts of all facets of the community are needed, including the student, parents, home, community, school and agencies, as well s, local, state and federal governments. The total school, home, and community must cooperate to provide an environment which encourages self-respect, respect for others, scholastic achievement and appropriate self-direction. The school and community must exhibit genuine concern for each individual youth and act as models of good citizenship. They must also ensure that the school curriculum, extracurricular activities, teaching methods, materials and equipment are varied and extensive enough to meet the needs, interests, and abilities of all students. Sunman-Dearborn Middle School is a comprehensive high school which includes a vast curriculum and wide range of activities. It is our goal to provide an extensive program to help each student achieve their maximum potential and be as prepared as possible to enter their chosen place in society upon graduation. The staff and students of the school must recognize and constantly attempt to fulfill their separate, interdependent roles in the cooperative educational process. It is the role of the staff to teach, guide, assist, and challenge: it is the role of the students to cooperate and pursue their maximum achievement within the realm of their potentials. If all community and school members meet their obligations, we believe that the result will be students who are well-adjusted individuals capable of effectively pursuing their life goals in an ever-changing society based upon democratic principles.

Introduction

The effective date of this program is July 1, 2017. This program does not affect the current policies, practices, or rights of Sunman-Dearborn Middle School with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Sunman-Dearborn Middle School reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

Reasonable Concern

Sunman-Dearborn Middle School has a strong commitment to the health, safety and welfare of its students. Results of studies throughout the United States, and an increased substance abuse problem in Dearborn and Ripley Counties of Indiana, indicate that education alone, as a preventive measure, is not effective in combating substance abuse. Statistics show that the mission of Sunman-Dearborn Middle School has not been realized. Our commitment to maintaining the extracurricular activities in Sunman-Dearborn Middle School as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

Purpose

The drug test program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities, including operating a motor vehicle on school grounds, while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free participation. No students shall be expelled or suspended from school as a result of any verified "positive" test conducted by his/her school under this program other than stated therein.

Scope

Participation in extracurricular activities is a privilege. This policy applies to all Sunman-Dearborn Middle School students in grades 7-8 who wish to participate in extracurricular activities that are listed in a current student handbook and any other school sponsored extracurricular activities not listed. For the purposes of this policy extracurricular is defined as any school sanctioned activity the student participates in which they do not receive a grade. Since operating a motor vehicle is also considered a privilege, and affects the safety of others, this policy also applies to any student who operates a motor vehicle on school property.

Drug Education

The sponsor or coach of each extracurricular activity will require the attendance of all prospective participants at one or more drug education sessions. Each prospective participant shall receive a copy of this policy and the policy will be explained to them at this time. An educational presentation will also be made to educate the students about the harmful effects and consequences of alcohol and other drug abuse. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem.

Consent Form

It is MANDATORY that each student who participates in extracurricular activities, sign and return the "consent form" prior to participation in any extracurricular activity. Failure to comply will result in non-participation. Each extracurricular participant shall be provided with a "consent form", a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In addition, parents/guardians can voluntarily register their child to participate in the random drug testing program if the student does not participate in extracurricular activities at Sunman-Dearborn Middle school by complete the "consent form". In so doing, the student is agreeing to participate in the random drug testing program at Sunman-Dearborn Middle School.

Testing Procedures

1. The selection of participants to be tested will be done randomly by the principal/administrative designee, and selections will be made from time to time throughout the school year. Names will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in the drawing.
2. No students will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
3. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow-up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
4. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told he/she is no longer

eligible for any extracurricular activities. In addition, the parent/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.

5. All specimens registered below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. There is a head strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, another specimen must be given by the student.
6. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the “extracurricular activities” for the remainder of the school year. This will be reported to the parent/guardian.
7. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass.
8. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and “street drugs” (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also “performing enhancing” drugs such as steroids may be tested.
9. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

Chain of Custody

1. The certified laboratory will provide training and directions to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student’s number, not name, will be used.
2. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker.
3. Before the student’s urine is tested by the laboratory, students will agree to fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student’s possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. The seal may be broken only by the lab testing the specimen.
5. If the seal is tampered with or broken, after leaving the student’s possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to retest.
6. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide the urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.
7. After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results back to the principal/administrative designee.
8. In order to maintain confidentiality, the container which contains the urine specimen to be tested will not have the name of the student on the container; instead, the student’s random identification number will appear on the container. Also the results sheet for the urinalysis will be mailed back to the principal/administrative designee with no name attached; only the student’s random identification number will appear on the results sheet.

Test Results

1. This program seeks to provide needed help for students who have a verified “positive” test. The students’ health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities or operating a motor vehicle on school property.
2. The principal/administrative designee will be notified of a student testing “positive” (that is, if the test shows that drug residues are in the student’s system after using at least two different types of analysis). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a “positive” test has been satisfactorily explained.
3. If the test is verified “positive”, the principal/administrative designee will meet with the student and his/her parent/guardian at the school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact to help. If a counseling program is available through the school corporation at the time of a verified “positive”, the student will be referred to complete the school-sponsored program. The student will be prevented from participating in extracurricular activities or operating a motor vehicle on school property until after a “follow up” test is requested by the principal/administrative designee and the results are reported.
4. A “follow up” test will be requested by the principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this “follow up” test is negative, the student will be allowed to resume extracurricular activities and operating a motor vehicle on school property. If a student was referred to a counseling program by the school corporation, the student must also complete the counseling program to be allowed to resume extracurricular activities and operating a motor vehicle on school property. If a second “positive result” is obtained from the “follow up” test, or any later test of that participant, the same previous procedure shall be followed. In addition, Sunman-Dearborn Middle School reserves the right to continue testing at any time during the remaining school year any participating student who tested “positive” and did not make satisfactory explanation.
5. Information on a verified “positive” test result will be shared on a “need to know” basis with the student’s coach or sponsor. The results of “negative” tests will be kept confidential to protect the identity of all students being tested.
6. Drug testing result sheets will be returned to the principal/administrative designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/administrative designee have access to.
7. A positive result from nicotine will not be considered a violation in the case of a student who operates a motor vehicle on school property and does not participate in any extracurricular activities. This sentence shall not be interpreted to allow students to use or possess tobacco products on school property.

Financial Responsibility

1. Under this policy, Sunman-Dearborn Community Schools will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial “follow up” drug tests. (Once a student has a verified “positive” test result and has subsequently tested negative from a “follow up” test, any future “follow up” drug test that must be conducted will be paid for by the student or his/her parent/guardian.)
2. A request on appeal for another test of a “positive” urine specimen is the financial responsibility of the student or his/her parent/guardian.
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

Confidentiality

Under the drug testing program, any staff, coach, or sponsor of Sunman-Dearborn Middle School who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in a case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the Sunman-Dearborn Middle School commitment to confidentiality with regards to the program.

Other Rules

Apart from this drug testing program, Sunman-Dearborn Middle School Athletic Department and the coaching staff of each sport have their own training rules and requirements as listed in the board approved Sunman-Dearborn Middle School student handbook. Coaches have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team will be subject to the consequences as defined in those rules and requirements.

In addition, Sunman-Dearborn Middle School extra-curricular and co-curricular activities and the sponsor of each activity have their own training rules and requirements. Sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of an activity will be subject to the consequences as defined in those rules and requirements. Any student banned from participating in a co-curricular performance such as band or choir, will be given an alternate assignment to earn credit for the activity without detriment to their grade.

Positive School Drug Test

1st Offense - Suspended 25% of season.

2nd Offense - Suspended 50% of season.

3rd Offense - Suspended 365 days after failed test.

Punishment will be directed by the Athletic Director.

Student Athletic Code

Sunman-Dearborn Middle School has set various objectives and goals as guidelines for positive behavior and actions in the athletic program. All student athletes and observers will be expected to work with others, develop a positive sense of sportsmanship and competition, be punctual, be responsible, set a good example for others, represent yourself, your team, your school and your community in a positive manner, keep school work, grades, and academics a priority, appreciate and enjoy being a Sunman-Dearborn Middle School student athlete.

Sunman-Dearborn Middle School has adopted the Athletic Code as the guideline and governing method of promoting and maintaining various goals and objectives expected of all student athletes. The Code is adopted for interscholastic sports with the intent of creating a uniform understanding for all athletes, managers, and cheerleaders in grades 6 through 8.

All student athletes are students first with all regulations, policies, and school rules applying. The Athletic Code is basically an extension of those school rules. The student athlete must understand this Code is in effect at all times, not just during the season in which they are participating, but from the time they become a student athlete until they leave the Sunman-Dearborn Community Schools.

Student athletes will be deemed to be in violation of the Athletic Code if they are found to have violated school rules as stated in this student handbook which include, but are not limited to disciplinary problems, consumption of alcohol, tobacco, or illegal drugs.

Student Athletic Code Violations

- a. Minor Violations: Tobacco, Minor Consumption, Alcohol Possession will follow the same guidelines as the school drug testing policy. Punishment will be directed by the Athletic Director. Athletes may appeal to present their case to the Athletic Council and have the right to appeal to the principal.
 - Athletic Council includes the following: Athletic Director, Asst. Principal, Fall Coach, Winter Coach and Spring Coach.
 - Athletes may appeal the punishment to the school Principal. The Principal can reduce, maintain or increase punishment of the athlete's discipline based on the information provided.
- b. Major Violations: To include but not be limited to the following examples: Actions leading to arrest or detainment, vandalism, theft, illegal drugs and/or school handbook violations but not limited to will go in front of the Athletic Council.
 - Athletes may appeal the punishment to the school principal. The Principal can reduce, maintain or increase punishment of athlete's discipline based on the information provided.
- c. The Athletic Director and/or Athletic Council may reduce discipline by 10% if an athlete turns themselves in for any violation of the Athletic Code.
- d. The Athletic Director and/or Athletic Council may reduce a suspension by 10% if an Athlete decides to participate in a Self-Growth Assignment determined by the Athletic Director.
 - Only one reduction can be used for each violation of the Athletic Code.

CO-CURRICULAR ACTIVITIES

CLUBS & ORGANIZATIONS

Academic Team (6-8)
Dance Team (6-8)
FCCLA (6-8)
FFA (6-8)
Jazz Ensemble (6-8)
Show Choir (7-8)
Student Council (6-8)
Yearbook (6-8)

INTER-SCHOOL STUDENT ATHLETIC PROGRAMS

Basketball (7-8)
Cheerleading (7-8)
Cross-Country (6-8)
Football (7-8)
Swimming (6-8)
Track (7-8)

Volleyball (7-8)

Wrestling (6-8)

Inherent Risks

All activities have inherent risks. Athletics have certain possible inherent risks associated with them that could be sustained during participation in games, matches, training, meets, and practices. It is understood that the school recommends student insurance be taken out by each participant. Participants/parents are aware that injuries may occur during athletics and that the participant/parents assumes the risk and financial responsibility for such injuries.

ATTENDANCE

Any student athlete who is considered absent (unexcused-only) for the entire school day will be ineligible to participate in a contest or practice that evening. In order to be eligible for participation in any extra-curricular event, school attendance is required by 11:00am.

PHYSICAL FORM

This is a state-approved form that must be filled out completely, and signed by parent, student and physician. The physical form must be dated after April 1, 2017 to be applicable for the 2017-2018 school year and must be returned to the main office prior to the first practice. This form can be located in the S-DMS front office or on our website.

ATHLETIC ELIGIBILITY

In order to be eligible for participation in any Sunman-Dearborn Middle School extra-curricular event, students must:

- Live within the Sunman-Dearborn school district.
- Be enrolled in a state accredited school.
- Receive no more than one F in the previous grading period.

Students living within the district but attending other schools will only be eligible to participate in sports at Sunman-Dearborn Middle School if the enrolled school does not offer the sport. Athletes must be students first. If an athlete receives two failing grades in any one grading period, including progress reports, he/she will be ruled ineligible for the next grading period unless he/she wishes to participate in the Athletic Academic Probation Program (see below). Any student retained in their present grade because of academic failure will be ineligible for the first grading period and eligibility will be reviewed by the Athletic Director.

STUDENT ATHLETIC ACADEMIC PROBATION

Student athletes that wish to participate in a sport who have received two failing grades in the previous grading period will be placed on Athletic Probation. Students will remain on probation until the next midterm grading period. The student will be permitted to practice ONLY.

If a student has two failing grades at a mid-term, they will be on Academic Probation. In order to play during "Academic Probation", the student will be responsible for printing their grade checks and giving them to the Athletic Director on game day to determine eligibility. The grade checks will only be accepted from the school-based grade system, NO WORD OF MOUTH. If at that time the student athlete has less than two failing grades, they will be eligible to participate in all activities; however, for

the remainder of the probationary time students must continue to present grade checks on a weekly basis to the Athletic Director. Participants in this program are expected to attend all practices and required activities as set forth by the coach and will be required to pay a transportation fee. No refunds will be issued. While on Academic Probation, if the student-athlete exceeds (2) failing grades, they will be removed from the team for the remainder of the season.

STUDENT DISCIPLINE

1. Discipline may be given when a student is:
 - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group.
 - b. Off school grounds at a school activity, function, or event;
 - c. Traveling to or from school or a school activity, function, or event; or
 - d. Using property or equipment provided by the school.
 - e. If the behavior causes a disturbance on school grounds.
2. Counseling, corrective discipline, and/or referral to law enforcement may be used to change the behavior of the student(s). This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by any violation.
3. Educational outreach and training may be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
4. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.



Our District's Tip Reporting Service

Safety is one of our district's top priorities, that's why we're now using Safe Schools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. **Phone:** 812.717.4533
2. **Text:** Text your tip to 812.717.4533
3. **Email:** 1207@alert1.us
4. **Web:** <http://1207.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the Safe Schools Alert Terms of Use and Privacy Policy, is available online at <http://1207.alert1.us>. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

DISCIPLINE PENALTIES

Disciplinary actions may include but not limited to:

- **WARNING or REPRIMAND**
- **DEMERIT**
- **AFTER SCHOOL DETENTION** (assigned on Friday from 3:00-4:00pm)
- **FRIDAY SCHOOL** (assigned on Friday from 3:00-4:00pm)
- **IN-SCHOOL-SUSPENSION** – Students receive ISS for specified disciplinary infractions. Students are escorted to ISS room at East Central High School with schoolwork. Students are issued scheduled and supervised restroom and lunch breaks. Failure to complete assigned course work will result in additional days in ISS, OSS or ACDC, at the discretion of the principal and/or assistant principal.
- **ALTERNATIVE CLASSROOM** – The Alternative Classroom for Dearborn County (ACDC) is an alternative to suspension program that will serve the needs of all of the secondary schools in Dearborn County. Students who commit serious infractions may be assigned to ACDC from 1-10 days, rather than out-of-school suspensions. During the time of the ACDC assignment, students will be required to complete all assignments for full credit and perform community service activities under the direction and supervision of the Community Corrections Department. Students are responsible to turn in completed assignments upon their return to the home school or upon completion of the ACDC duration. Transportation to and from ACDC is the responsibility of the parent or guardian.
- **OUT-OF-SCHOOL SUSPENSION** – Students may be legally suspended for ten school days if circumstances warrant.
 - *Students who are assigned out-of-school suspension will not be allowed to make up any work which occurred during that period of suspension. Likewise, students will not be allowed to perform or participate in any curricular or extracurricular activities during that period of suspension.*
 - *Students under OSS are not to be on school property at any time for any reason unless proper authorization has been received from the principal's office. Students who come on school property during a period of out-of-school suspension are liable for charges of trespassing.*
 - *All out-of-school suspension days are unexcused absences; however, they will not be counted toward further disciplinary action as outlined in the attendance policy.*
- **EXPULSION** – Removal of student from school for a period exceeding ten days. A student may be expelled for unlawful activity on or off school grounds if the activity interfered with an educational function or school purpose or if the removal of the student is necessary to restore order or to protect the safety of persons on school property. Expelled students may be required to complete supplementary instruction in order to avoid retention for the upcoming school year as determined by the principal and/or assistant principal. There are two general grounds for expulsion or suspensions; student misconduct and substantial disobedience.

Discipline Code Violations: Category 1

(These are guidelines, are not all inclusive, and may be lessened or increased as deemed necessary by the administration.)

CATEGORY 1 VIOLATION: (not all inclusive)

1. Failing to meet the dress code
2. Public display of affection
3. Failure to comply with cafeteria etiquette or staff request
4. Irresponsible decision making (i.e. throwing objects, unassigned area, accidental damage, etc.)
5. Inappropriate behavior, language, or gesture
6. Irresponsible cell phone usage, Chromebook usage, or electronic device infraction
7. Failure to follow established teacher and classroom expectations
8. Bus Misconduct
9. 4th and 5th tardy referral (restarts each semester)

Possible Consequences for violation of CATEGORY 1: (cumulative for school year)

1st Violation: Warning/Reprimand, Demerit, or After-School Detention(s)

2nd Violation: Warning/Reprimand, Demerit, After-School Detention(s)

3rd Violation: After-School Detention(s), Friday School(s), or In-School Suspension Day(s)

4th Violation: Friday School(s), In-School Suspension Day(s), or ACDC Suspension Day(s)

5th Violation: In-School Suspension Day(s), ACDC Suspension Day(s)

6th Violation: ACDC Suspension Day(s) or Out-of-School Suspension Day(s)

7th Violation: Out-of-School Suspension Day(s)

8th Violation: Recommended for Expulsion

***Students on probation will also be referred to Probation officials

CHEATING

1st Violation: Teacher Contacts Parent(s), Referred to counselor, "0" for assignment and documented on the student discipline history.

2nd Violation: "F" for semester in subject area/class and documented on the student discipline history.

SCHOOL BUS RULES

School bus drivers are to have control of all children conveyed between the homes of the children and the school building, and return. Bus problems may be referred to S-DMS administration. Students who present problems, which jeopardize the safety of others, may have their privileges of riding a bus withdrawn by the administration.

Students are expected to:

- A. Follow the bus driver's rules.
- B. Each student shall be seated immediately upon entering the bus, in the place assigned by the driver and no student shall stand or move from place to place during the trip.
- C. Guest riders must have a permission slip from the S-DMS administration.

Discipline Code Violations: Category 2

(These are guidelines, are not all inclusive, and may be lessened or increased as deemed necessary by the administration.)

CATEGORY 2 VIOLATION: (not all inclusive)

1. Harassment/bullying (oral, written, digital, or insinuated statements that are racial, sexual, religious, or of a general nature that are hurtful or intended to be inflammatory)
2. Habitually Tardy (6+)
3. Destruction of property
4. Defiance or disrespect to staff member
5. Possession of lighters, matches, lasers, sharp objects, or other items deemed to be inappropriate for school

Possible Consequences for violation of CATEGORY 2: (cumulative for school year)

1st Violation: After-School Detention(s), Friday School Detention(s), or In-School Suspension Day(s)

2nd Violation: Friday School Detention(s), In-School Suspension Day(s), or ACDC Suspension Day(s)

3rd Violation: In-School Suspension Day(s), ACDC Suspension Day(s), or Out-of-School Suspension Day(s)

4th Violation: ACDC Suspension Day(s), Out-of-School Suspension Day(s)

5th Violation: Out-of-School Suspension Day(s)

6th Violation: Recommended for Expulsion

***Students on probation will also be referred to Probation officials

Discipline Code Violations: Category 3

(These are guidelines, are not all inclusive, and may be lessened or increased as deemed necessary by the administration.)

CATEGORY 3 VIOLATION: (not all inclusive)

1. The use or possession of tobacco products on school property
2. Fighting or inciting violence
3. Pornographic or inappropriate material
4. Any form of sexual harassment. Prohibited sexual harassment consists of sexual violence, unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature
5. Theft of school property (restitution will be required if stolen property is damaged or lost) or unauthorized entry or presence in school facilities
6. Fraudulent signatures, alteration of school forms, or giving false information to school personnel
7. Minor damage with intent to vandalize school property

Possible Consequences for violation of CATEGORY 3: (cumulative for school year)

1st Violation: In-School Suspension(s), ACDC Suspension Day(s), or Out-of-School Suspension Day(s)

2nd Violation: ACDC Suspension Day(s) or Out-of-School Suspension Day(s)

3rd Violation: Recommendation for expulsion

***Restitution will be made where appropriate

***Students on probation will also be referred to Probation officials

Discipline Code Violations: Category 4

(These are guidelines, are not all inclusive, and may be lessened or increased as deemed necessary by the administration.)

CATEGORY 4 VIOLATION: (under school's jurisdiction) (not all inclusive)

1. Use or possession of any firearm, knife, explosives, or deadly weapon
2. Possessing, intent, using, distributing, or being under the influence of any alcohol, narcotics, stimulant drugs, inhalants, drug paraphernalia, herbal supplements, or misuse of prescription drugs
*All prescriptions are to be placed in the care of the nurse or designee during the school day
3. Battery or flagrant threat on student and/or staff member
4. False fire alarm, bomb threat, 911 calls, or arson
5. Burglary or major theft (to be determined after consultation with local judicial and/or law enforcement)
6. Arson or any major damage with intent to vandalism school property
7. Continuous violation of school discipline policies outlined in all categories

Possible Consequences for violation of CATEGORY 4: (cumulative for school year)

1st Violation: 5-10 Day Suspension and potential recommendation for expulsion

2nd Violation: Recommendation for expulsion

***Restitution will be made where appropriate

***Students on probation will also be referred to Probation officials

UNLAWFUL ACTIVITY

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

ADMINISTRATIVE WAIVER

Any step may be waived for a violation if the administration deem necessary. The administration has made every attempt to develop rules and regulations in the Student Agenda that addresses most of the situations that may occur at Sunman-Dearborn Middle School. If a situation occurs which is not covered, it is the responsibility of the administration to take prudent and responsible action to protect the educational process from disruption and/or the safety and welfare of students and staff in the middle school building. All school rules apply at extra-curricular activities.

