

**MILFORD
MIDDLE
SCHOOL**



**STUDENT HANDBOOK
2021-2022**

**MILFORD SCHOOL
611 West Emeline Street
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Wawasee Community Schools Academic Goals

- **Reading Improvement Goal:**
All students will improve comprehension of and responses to reading across the curriculum.
- **Writing Improvement Goal:**
All students will apply writing strategies and conventions through the composition of various types of writing.
- **Math Improvement Goal:**
All students will use mathematical skills to think critically and apply knowledge and reason to solve problems.

Dear Students and Parents,

It is our pleasure to welcome you to Milford Middle School! We have an exciting year planned for you. We strive to offer the student a curriculum and activities that differ from elementary and high school.

We ask that the student's approach the next year with a positive attitude, a willingness to work hard, honesty, desire for a healthy lifestyle, and respect for one another.

Milford School will use the following PBIS guidelines to help them be successful.

- **Do the right thing! – Responsible, Integrity, Go Above and Beyond, Honest, Think Safety**
- **Treat people right! – Team Player, Respect, Encourager, Attitude, Trustworthy**

This handbook should answer many questions for you. If you have additional questions, please feel free to call the school at (574)658-9444. Don't hesitate to call; our communication is a vital part of the education process.

You are important to us; the staff will strive to make your years at Milford Middle School successful and rewarding.

ATTENDANCE

WAWASEE COMMUNITY SCHOOL CORPORATION

The Indiana compulsory school attendance law compels all children of legal school age to attend public school or its equivalent every day during the school year that the school is in session. A child is bound by the requirements of the law from the earlier of the date on which he officially enrolls in school or he reaches the age of seven (7), until the date on which he reaches the age of sixteen (16). A child less than seven (7) years of age who is withdrawn from school is not subject to the requirements of the law until he is re-enrolled or reaches age seven (7). A child for whom education is compulsory under this section shall attend school each year (1) for the number of days public schools are in session in the school corporation in which the child is enrolled in Indiana; or (2) if the child is enrolled outside Indiana, for the number of days the public schools are in session where the child is enrolled.

It is unlawful for a parent to fail to ensure that his/her child attends school as required under the law. Before proceedings are instituted against a parent for a violation of the law, personal notice of the violation shall be served on the parent by the superintendent or the superintendent's designee. Personal notice must consist of and take place at the time of the occurrence of one of the following events: (1) the date of personal delivery of notice; (2) the date of receipt of the notice sent by certified mail; or (3) the date of leaving notice at the last and usual place of residence of the parents. If the violation is not terminated within one (1) school day after this notice is given, or if another violation is committed during the notice period, no further notice is necessary, and each day of violation constitutes a separate offense.

Regular school attendance is important for three main reasons. First, only by attending school each day can the child expect to receive the fullest educational value from the program of the school. It is difficult to fully make up a missed day of school. Children lose interest, develop a feeling of "falling behind," and are reluctant to return to school. More than homework occurs in the classroom. Also, it is not appropriate that a teacher take class time from other children to

provide make-up instruction for students who were absent for avoidable reasons. Much instruction can be missed with several days of absence.

Second, the habit of regular school attendance is one of the most important results of our entire educational system. The child who develops that habit of regular school attendance will have developed the habit of being at his job when he leaves school. Parents should realize that they are contributing to possible juvenile delinquency whenever they fail to demand continuous and punctual school attendance on the part of their children.

Third, student attendance is one of four criteria upon which school accreditation from the State is based. During past years, school funding from the State has been tied to student attendance. Wawasee Community School Corporation desires to have a 95% rate of student attendance.

Much can be done to improve attendance as well as the success of the child if the parent will see that the child has regular habits of eating, going to bed, getting up, starting to school, returning home from school, and performing home tasks; also, parents should see that the child gets ample sleep, rest, exercise, and nourishing food, and that the child has a home atmosphere of pleasantness, friendliness, affection, and mutual interest among family members. Parents are urged to give serious consideration and cooperation to the goal of making our attendance as nearly perfect as the health of our community will permit.

Each school will develop procedures for parents and students to report absences for illness, death in the family, vacation as later described in this policy, or other reasons which meet State statutes as excused absences. Students will be expected to make up work soon after their return to school.

It is the policy of Wawasee Community School Corporation that students should take vacations during non-school time. In such cases, students may spend up to five days in a school year on vacation with their parent(s) or legal guardian. Such absences will be excused, but the work must be completed per the procedures established by the school. Excused absences for vacation will not be granted for vacations with anyone other than the parent(s) or guardian and may not be taken in more than two segments. Further, if a student's attendance is below 95% for the school year prior to the vacation request, such request may be denied by the principal. Vacation will not be excused for the last five days of a trimester.

In instances where the student has the opportunity to attend an educational experience away from school, the student may file an Individual Education Related Activity request. The Assistant Superintendent for Instruction and the principals shall rule on such activities with their decision final. Approved requests will be excused absences. Request denied by the committee would be unexcused absences if taken.

ATTENDANCE

It is imperative that students be in attendance each school day in order to maintain consistency in their learning. Active participation in classroom activities fosters collaboration, an important part of learning that cannot be replaced easily with individual study. The Wawasee Community School Corporation is also concerned about helping students develop a high quality work ethic that will be a significant factor in their success with future employers and post-secondary endeavors. One of the most important work habits that employers look for in hiring and promoting a worker is his dependability in coming to work every day and on time. This is a habit the Wawasee Community School Corporation wants to help students develop as early as possible in their school careers.

EXCUSED ABSENCES

Students may be excused from school for one of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

- illness supported by a doctor's statement or notification from the parent;
- death or severe illness in the immediate family;

- religious holidays with prior administrative approval;
- medical and dental appointments (although encouraged at other times, if possible);
- absence approved by the principal for good cause;
- special cases/circumstances approved in advance by the Principal;
- statutory reasons as provided by I.C. 20-33-2-14 to 20-33-2-17.5:
 - a) service as a page or honoree of the general assembly;
 - b) service on a precinct election board or helper to a political candidate on the date of an election;
 - c) subpoena to appear in court as a witness in a judicial proceeding;
 - d) service in active duty with the National Guard for not more than ten (10) days;
 - e) participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days; or
 - f) exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household (I.C. 20-33-2-17.7). The student must be in good academic standing as determined by the Corporation. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days.

Students with a health condition that causes repeated absence are to provide the school office with information from a licensed physician. In the interest of safety, serious health conditions need to be shared with the school nurse's office.

Parents must provide an explanation for their child's absence by 11:00 A.M. on the day of the absence. If no call is made, the school will contact you at home or your place of employment.

UNEXCUSED ABSENCES/TRUANCY

When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will work with the parents to improve their child's attendance.

Attendance Key for Make-Up Work

| Absence Codes | Present/ Absent | Make-Up Work |
|--|------------------------|---|
| College Visit, Disability, Exempt, Family, Field Trip, Office & Suspended (ISS or OSS) | Counted Present | Work can be made up. |
| Excused | Counted Absent | Work can be made up. |
| Truant | Counted Absent | Work can only be made up with approval from Administration. |

In the case where students can make up work, it is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. Parents may request homework for a student who has been absent, however twenty-four (24) hour notice must be given to teachers. After homework is requested, it may be picked up at the end of the following day. Assignments will not be given out in advance of a planned absence.

It is the policy of the Wawasee Community School Corporation that students should take vacations during non-school time. In such cases, students may spend up to five days in a school year on vacation with their parent(s) or legal guardian. Such absences will be excused, but the

work must be completed per the procedures established by the school. Excused absences for vacation will not be granted for vacations with anyone other than the parent(s) or guardian and may not be taken in more than two segments. Further, if a student's attendance is below 95% for the school year prior to the vacation request, such request may be denied by the principal. Vacation will not be excused for the last five days of a trimester.

In instances where the student has the opportunity to attend an educational experience away from school, the student may file an Individual Education Related Activity request. The Assistant Superintendent for Instruction and the principals shall rule on such activities with their decision final. Approved requests will be excused absences. Requests denied by the committee would be unexcused absences if taken.

EXCESSIVE ABSENCES

The following will be implemented when students incur an excessive amount of absences for the school year:

1. After 5 days of accumulated unexcused absences during the school year, a phone call will be made to the student's parent/guardian along with a letter being mailed home.
2. After 7 days of accumulated unexcused absences during the school year, the student's parent/guardian will be contacted, and a meeting will be held with the student's parent/guardian and the principal or his/her designee and an attendance contract must be signed by the parent/guardian and student outline expectations for the remainder of the school year. Any unexcused absences after this meeting will result in home visits by the principal or his/her designee and/or the school resource officer.
3. After 10 days of accumulated unexcused absences during the school year, the county prosecutor's office and/or probation will be notified.

Student's notes upon returning to school from absences should be specific and include: the student's name, date of absence, reason for absence, and a phone number for parent contact if necessary.

Each student will be treated on a case-by-case basis with full discretionary authority belonging to the principal.

If your Student is absent:

1. Students bring a signed note from home for each absence or tardiness stating the reason for being out of school. This note should be brought to the attendance office immediately upon arriving at school following an absence.
2. A parent or guardian may call the school office the day of the absence or the day the student is returning to school and state the reason for the absence.
3. Make-up work should be done promptly. It is the student's duty to get his/her assignment, and make certain he/she has completed all make-up work.
4. Students requesting special permission to be excused from school should notify the school in advance.
5. Students are not permitted to leave the school grounds during the day without permission from the office. A student will be permitted to leave only in the case of illness or in the event of medical appointment which cannot be arranged during non-school hours and only if a request is signed by a parent and presented to the office.

TARDINESS

Students are expected to arrive at school on time. A student is tardy to school when the bell has rung and the student is not in the classroom. All tardies to school beginning with the third tardy each trimester and all succeeding tardies during the trimester are excessive tardies. The student shall be given detention and parents will be notified for the third and fourth tardies to school in a trimester. Parents will be notified and students given an in-school suspension on the fifth and sixth tardies to school in a trimester. On the seventh tardy to school in a trimester, the student will receive an out-of-school suspension with possible expulsion.

A pupil shall be considered tardy if he/she is not in his/her classroom at the designated time. Repeated tardiness will result in time being made up during the lunch period or after school, or other appropriate action will be taken.

TRUANCY

The following will be considered truancy:

Definition

1. Absence from school without the permission of the school and the parent.
2. Leaving school without permission of an administrator or designee.
3. Absence from class, study hall, or an assigned activity, without a pass from a teacher, nurse, administrator, or designee.
4. Any absence that is not verified.

Consequences for Truancy:

Students identified by the attendance office as being truant will be assigned consequences in the following manner:

1. First Truancy/Second Truancy – Notification by the Principal/designee to parents.
2. First Truancy – an assignment of one day ISS.
3. Second Truancy – an assignment of one day ISS.
4. Third Truancy – Suspension from classes for one (1) day, out of school suspension, which will be assigned by the Principal/designee, and notice may be sent to the Kosciusko County Juvenile Office/Prosecutor's Office.
5. In addition, the school shall file with the State of Indiana a request that the driver's license or learner's permit for the operation of a motor vehicle be suspended if the student becomes, by definition, a "habitual truant". Per Indiana statute and Board Policy 9.73, "habitual truant" in Wawasee Community School Corporation means the following:

The term "habitual truant" is hereby defined as a student who willfully refuses to attend school in defiance of parental authority in any one of the following circumstances:

- a. Absence for 2 days in any period of 10 school days.
- b. Absence for 2 days in a trimester.
- c. Absence for 3 days in any two-trimester period; or
- d. Absence for 5 days in a period of three or more trimesters.

A student who is 13-14 years old who is expelled for habitual truancy might not be issued an operator's license or learner's permit until age 18 or until he/she is a student in good standing in the school.

A student 15-17 years old may have his/her operator's license or learner's permit suspended 120-180 days and possibly to age 18.

The statute permitting this suspension of driving privileges was enacted to cause students to attend school regularly.

6. Work permit revocation-Per state statute and school rules covered elsewhere in this document. However, work permits may be revoked for the following:

- a. An employment certificate may be denied to a minor whose school attendance is not in good standing or whose academic performance does not meet the school corporation's standards.
- b. Once issued, an employment certificate may be revoked by the issuing school, if there occurs a significant decrease in the minor's grade point average or school attendance.

SAFETY AND HEALTH

As required by U.S. Environmental Protection Agency Regulations Title 40 Code of Federal Regulations Part 763, Subpart E, Section 763.93g, Wawasee Community School Corporation (WCSC) must notify parents, teachers, and employee organizations of the availability of AHERA (Asbestos Hazard Emergency Response Act) management plans. WCSC management plans were submitted to the Indiana Department of Environmental Management before May 9, 1989. A complete updated copy of the management plan for each school in the corporation is maintained in the central administrative office, and is available, during normal business hours, without cost or restriction to the public. In addition each school maintains in its administrative office a complete and updated copy of the management plan for that school. The plan is available for inspection to the public, including parents, teachers, and other school personnel and their representatives within five working days after receiving a request for inspection. The school may charge a reasonable cost to make copies of the management plan.

Indiana State Law IC 20-30-5-18 requires that school systems provide important information to parents and guardians of students about meningococcal disease and the vaccines available to prevent this serious illness at the beginning of each school year.

Meningococcal disease is caused by the bacterium *Neisseria meningitidis* and generally affects children and young adults in two ways:

- meningitis (an inflammation of the tissues covering the brain and or spinal cord)
- bloodstream infection (that usually leads to bleeding under the skin)

Symptoms of meningococcal disease can include a sudden onset of fever, headache, stiff neck, nausea, and confusion and in bloodstream infections a rash will develop. This disease progresses rapidly and often results in permanent hearing loss, mental retardation, limb amputations and even death. The bacteria spread through air droplets or by means of direct contact with an infected person's saliva.

The United States Centers for Disease Control and Prevention (CDC) recommends routine vaccination with the meningococcal conjugate vaccine (Menactra) for all students 11-12 years of age, or 13 –18 years of age if not previously vaccinated. Children ages 2 -10, who have a disorder of the immune system or whose spleen has been removed should also receive the Menactra vaccine as they are at higher risk for contracting this disease.

Many local health departments and private healthcare providers offer this vaccine. Please talk with your child's healthcare provider about meningococcal vaccine and immunization.

Additional resources for families to obtain information about meningococcal disease include the following websites:

The Indiana State Department of Health

<http://www.in.gov/isdh/22121.htm>

The Centers for Disease Control and Prevention

<http://www.cdc.gov/vaccines/vpd-vac/mening/default.htm>

The Indiana Department of Education Student Services, School Health

<http://www.doe.in.gov/sservices/sn.htm>

RELEASE OF DIRECTORY INFORMATION

The school corporation may release certain "directory information," which means information contained in an education record of a student that would not generally be considered

harmful or an invasion of privacy if disclosed and which includes, but is not limited to the student's name, address, parents' names and their home and work telephone numbers, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information (including digital images), without consent to media organizations (including radio, television, and newspapers), colleges, civic or school-related organizations and state or local governmental agencies.

Parents of a student less than 18 years of age or of a student who is at least 18 years of age desiring to object to disclosure of any or certain of the categories of directory information should request FERPA Policy Form A (Denial of Permission to Release Certain Directory Information Without Prior Written Consent) from the Superintendent's office.

Senate Enrollment Act 224 requires all schools to release information to the Armed Services Agency. Anyone objecting to this release must file a FERPA Policy Form A by the end of their sophomore year.

An objecting parent or student may use Form A to deny consent for release of all directory information, or categories of directory information he/she does not wish released.

This statement serves notice to parents of their right to object to the release of directory information and that they have 14 calendar days from the beginning of the school year in which to file an objection.

STUDENT ACTIVITY PROGRAM

The student activity program at Milford Middle School is offered to aid each student in developing his/her interests and special abilities. There are many benefits attained through participating in the student activity programs, and we encourage students to participate in them.

Middle School Athletics – Students in grades 6-8 have the opportunity to participate in numerous athletic activities.

Band, Orchestra, and Chorus Organizations – Students in grades 6-8 may participate in these musical organizations. Each year the music department presents concerts and participates in the area contests.

Student Council – This organization is composed of boys and girls from each grade. These students are elected representatives of the grades. The Council is the voice of the student body and works closely with the faculty and administration for the benefit of the student.

DRESS AND GROOMING

The administration and staff at Milford School feel that dress and grooming influence the attitude and behavior of the members of the student body. With the cooperation of the parents, the school will continue to encourage all students to dress in a fashion that the staff and administration judge to reflect good taste and a style appropriate for a school day. IF A STYLE OF DRESS OR GROOMING APPEARS TO BE DISRUPTIVE TO THE EDUCATIONAL PROCESS OR COULD CONSTITUTE A THREAT TO THE SAFETY OR HEALTH OF STUDENTS, IT WILL NOT BE PERMITTED IN SCHOOL AND THE TEACHER SHOULD REPORT THESE STUDENTS TO THE ADMINISTRATION FOR APPROPRIATE ACTION. The following examples are offered as guidelines to the parents and students:

1. Students must wear clothes that appropriately cover the body. The following items are specifically not allowed: see-through shirts, short shorts, and pants with slits, holes, or tears that are a disruption to the school environment. Tops that are too revealing and/or making undergarments visible are not acceptable (such as spaghetti straps and cut-off shirts). The bottom of the shirt must reach below the belt line to prevent bare midriffs and no cleavage should be visible.
2. Students may not wear clothes that may be offensive to the standards of Milford School and clothing which display profanity, sexual connotations, ethnic or racial slurs/superiority, alcohol, tobacco/nicotine, violence or drugs.

3. Students are expected to be clean, neat, and well mannered in their dress and behavior.
4. Walking shorts are permitted if they extend down the leg. All pants should be worn at the waist and must rest naturally at your hip to ensure undergarments are not visible in the sitting or standing position.
5. Jackets, coats, hats, gloves, and other forms of outer wearing apparel are not to be worn in the buildings. Hoods on sweatshirts are to remain off the head.
6. Beachwear/sleepwear such as flannel pajama pants are inappropriate.
7. Gym attire is to be confined to physical education activities.
8. Shoes that cover the soles of the feet must be worn at all times. Some classes may require that the entire foot be covered.
9. As a general rule, younger elementary students may be permitted to wear clothing, which would be considered offensive at a later age and physical maturity.
10. Chains, dog collars, or spiked jewelry are not allowed to be worn in school at any time.
11. Bandanas and headpieces, other than barrettes, are not to be worn during the school day.
12. The final decisions of dress are up to the administration.

Within these provisions the basic responsibility for dress and grooming shall be left to the parents of the students. The administration will decide consequences for violating the above guidelines.

SCHOOL DAY

The school day for students begins at 8:15 a.m. and ends at 3:10 p.m. No supervision will be available for students prior to 8:05 a.m. Any student arriving before 8:05 a.m. will need to remain in certain areas of the building: North Doors, Circle Drive or Main Entrance, unless eating breakfast. Students eating breakfast may enter the building at 8:00 a.m. through the North Doors, Circle Drive or Main Entrance and go directly to the cafeteria.

HOW PARENTS CAN HELP

Good discipline originates in the home because the parent is the first teacher of the student. It is the parent's obligation, by teaching and by example, to develop good habits of behavior in the student as well as proper attitudes toward the school.

PARENT GROUPS

One of the main goals of Milford School is to involve parents at all times. One of the ways parents can do this is to volunteer to serve on one or two parent groups.

School Improvement Team – A joint committee of parents, teachers, and students who meet a minimum of four times per school year. The primary purpose is to provide open communication between parents and the school regarding our school improvement plan. See Mr. Gerbers for more information.

Parent/Teacher Organization (PTO) – The purpose of the PTO is to support and promote quality education.

1. Hold monthly meetings and parent interest programs.
2. Provide funds for a variety of needs within the school.
3. Recruit and organize volunteers for various activities.
4. Provide refreshments for a variety of activities.
5. Support corporation wide programs and organized activities.

The PTO will provide a means of open communication between school and parent through programs and organized activities.

The business meetings are listed on the school calendar located on our website.

VOLUNTEERS – A school volunteer can do many things. The volunteer who gives an hour or two a week is just as important and appreciated as the volunteer who desires to give more time. Parents interested in volunteering need to call 658-9444.

VISITORS – You are welcome to visit Milford School. You need to enter through the office doors on the east side of the building. We ask that you stop in the office, sign in, and pick up a visitor badge.

GRADES

Grade cards are issued three times per year. The following letter grades are used to describe academic achievement:

| | |
|---|------------------------|
| A | Excellent Progress |
| B | Above Average Progress |
| C | Average Progress |
| D | Below Average Progress |
| F | Failing |

The letters E-Excellent, S-Satisfactory, N-Needs Improvement, and U-Unsatisfactory will be used by teachers to assess student performance in any area where a student is not given a traditional letter grade of A-B-C-D-F, and in any area where a student is not given a credit. No plus or minus will be used in categories of E-S-N-U.

Absences and tardies are reported each grading period. The number for the current period and the year's totals are shown. A citizenship grade will also be shown for each class during each grading period.

ACADEMIC DIFFICULTY

Students who are having academic difficulty in their subjects and are not meeting required standards will be notified of their standing at the end of the sixth week in each grading period. Parents may call for a conference if desired.

HONOR ROLL

Students who have achieved high academic standards are recognized at the end of each grading period for their achievement. The requirements are as follows:

Principal's List – To be a member of the Principal's List a student in grades 6-8 must meet the following requirements:

- A. All A's in all subjects.
- B. An E or S must be earned in citizenship.

Regular Honor Roll –

- A. All A's and B's in all subjects.
- B. An E or S must be earned in citizenship.

GUIDELINES FOR ANNUAL AWARDS

GRADES 5-8

1. Presidential Academic Fitness Awards (grade 8 only)
 - 85% or higher on the most recent achievement test in reading or math
 - 3.5 or higher G.P.A. from the beginning of grade 6 through the third nine weeks of grade 8
 - Excellent or Satisfactory social behavior
2. Presidential School Improvement Award (grade 8 only)
3. Department Awards

| | |
|-------------|----------------|
| PE | Social Studies |
| Band | Science |
| Leadership | Language Arts |
| Mathematics | Visual Arts |
| Ag | |
4. Spelling Bee Winner
5. Honor Roll Plaques
 - Regular
 - Principal's List
6. Honor Roll Certificates
7. Outstanding Attendance Awards

8. Scholastic Athletic Awards (Grades 6-8)
Participate in a minimum of two sports for each year in grades 6-8, 3.3 G.P.A. or higher through second grading period, and E or S in citizenship
9. Student Council
10. Special Awards and/or recognition (approved by the principal)

STUDENT LOCKER POLICY

All lockers made available for student's use on the school premises, including lockers, located in the hallways, physical education and athletic dressing rooms, and industrial technology classrooms, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol.

LOCKER RULES

In order to implement the school corporation's policy concerning student lockers, the school board adopted the following rules and regulations:

Locks. The school corporation will retain access to student lockers by keeping a master list of combinations and/or retaining a master key. Students may not use their own locks to prevent access to lockers by school officials.

Use of Lockers. Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store "contraband," which are items that cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. Examples are: drugs, drug paraphernalia, beverage containing alcohol, weapon, any volatile substance, bomb or explosive device, and acid or pungent or nauseous chemical, any library book not properly checked out or overdue, music boxes and radios, unreturned gym or athletic equipment, any wet or mildewing articles, or any stolen items. Students will be expected to keep their lockers in a clean and orderly manner.

Authority to Inspect. The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of above rule. All inspections of students' lockers shall be conducted by the principal or his/her designees.

Inspection of Individual Student Lockers. The inspection of student lockers may be conducted when the principal or her designees have a reasonable suspicion to believe that the locker to be inspected contains contraband.

Inspection of All Lockers. An inspection of all lockers in the school or all lockers in a particular area of the school with or without students being present may be conducted if the principal, superintendent, or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) violations of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers are:

- a. when the school corporation receives a bomb threat;
- b. when the evidence of student drug or alcohol use creates a reasonable belief of a high level of student use;
- c. at the end of a grading period and before or during school holidays to check for missing library books, lab chemicals, or equipment;

- d. where student violence or threats of violence create a reasonable belief that weapons are stored in the lockers.

Involvement of Law Enforcement Officials. The principal, superintendent, or assistant superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:

- (1) to identify substances which may be found in the lockers; or
- (2) to protect the health and safety of person or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.

If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing the inspection.

If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf or in place of such official, the request shall be denied. However, upon request by law enforcement officials, school officials may secure the locker and its contents for a reasonable period of time to permit the law enforcement official an opportunity to obtain a search warrant.

Locker Maintenance. Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of (a) lockers from time to time in accordance with a posted general housekeeping schedule, (b) the locker of a student no longer enrolled in the school, or (c) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.

HEALTH SERVICES

We are concerned with basic health habits which promote good physical and mental attitudes. Middle School students' problems may sometimes be traced to problems which could have been discovered through medical and dental examinations. Services given in the school health program are:

1. Vision Screening
2. Hearing Tests
3. Teacher-Nurse conference regarding individual health problems affecting progress in school
4. Parent-Nurse conference regarding individual health problems
5. Assistance with referral to local agencies
6. Keeping an accumulative health record for each pupil through his/her school years
7. Supplying parents with health literature on request
8. Control of communicable diseases by cooperation with the local physician, using state rules and regulations as minimum standards

ADMINISTERING MEDICATIONS TO STUDENTS

Medications in Schools:

If under exceptional circumstances a student is required to take oral medication during school hours, and the parents cannot be at school to administer the medication, the school nurse or designee may administer the medication only in compliance with the following regulations:

1. A written consent, including the reason for the medication, signed by the student's parent or guardian must be received by the school before any medication may be administered.
2. Prescription medication must have on the container the original prescription label stating the:
 - a. name of student
 - b. name of medication
 - c. time to be administered
 - d. dose to be administered
 - e. date medication ordered
 - f. prescribing physician
 - g. date on bottle must be for the current school year.

Prescription medication shall not be administered without the written consent set forth above in paragraph 1, and a written order from a practitioner as defined in Indiana Code.

3. Non-prescription medication may be administered to students only under the following conditions:

- a. Doses to be given at school are sent in a properly labeled container with student's name, name and ingredients of medication, dosage and time to be given, and signed consent from parent/guardian.
 - b. Any requested dosage not in conformity with labeling of the medication will be refused unless accompanied by a written order from a practitioner as defined in Indiana Code.
 - c. Students are not allowed to carry their own medication at school without a doctor's authorization. All medication is to be stored in a restricted area with the school nurse.
4. The school district may provide, when requested by a student and/or parent/guardian and as deemed necessary by the school nurse, acetaminophen, antacid tablets, and cough and throat preparations. These will only be provided to students who do not have their own supply and if a parental consent form is on file at the student's school. The consent form will be provided to each student at school registration.
 5. The parent/guardian of the student shall be responsible for informing the school and school nurse of any change in the student's health or change in medication.
 6. The school nurse will:
 - a. Inform appropriate school personnel of the medication to be taken by the student
 - b. Keep a record of the administration of medication
 - c. Keep medication in a restricted area
 - d. Discard unclaimed medication when the prescription expires or at the end of the school year.
 7. The school district retains the discretion to approve other procedures acceptable to the parent or to reject requests for administration of medication in the schools.
 8. The regulations shall not apply in the case of a life-threatening emergency.

PROTOCOL FOR INHALER USE

For a student to carry their inhaler with them, the following must be met:

1. Prescription medication form must be signed and dated by parent.
2. A physician's order must be signed, dated for current school year, and submitted to the nurse.
3. Inhaler must be labeled with the student's name.
4. Inhaler must be current. Outdated inhalers will be disposed of.
5. If the student participates in athletics and inhaler is used, the student needs to supply the athletic trainer with all information pertaining to their inhaler use.
6. Under any circumstances are students allowed to let another student use the inhaler.

IMMUNIZATION

Whenever a student is enrolled, the parents/guardians shall provide a written statement of the student's immunizations by one of three ways:

- A. Physician's Certificates
- B. Records forwarded from another school corporation
- C. Records maintained by the parent which show month and year during which each dose of vaccine was administered. Such statement and accompanying document shall indicate: (1) That the student is immunized to at least the minimum standards of immunization established by the Indiana State Board of Health against diphtheria, whooping cough, tetanus, measles, rubella poliomyelitis, and mumps if indicated; (2) The age of the student at the time each immunization of test was received by each student.

If any physical certifies that a particular immunization is or may be detrimental to the student's health, then the requirements for the immunization shall be waived. However, the reporting requirement above stated shall still remain applicable in full.

CHILD ABUSE

All public employees are required to report suspected child physical and/or sexual abuse to an agency authorized to investigate such. This will be reported by the school district in accordance with the statutes of the State of Indiana.

STUDENT RECORDS

Education Records. Education records consist of all official records, files, and data directly related to a student and maintained by the school. Such records encompass all the material kept in the student's cumulative folder and include general identifying data, records of attendance and of academic work completed, records of achievement, results of evaluative tests, health data and disciplinary records. Education records are the property of the school corporation, access to and correction being governed by this policy.

Exclusions. Education records shall not include the following:

1. Data which relates to a student or groups of students, but by which he/she or they cannot be identified, i.e., by social security number, name, address, or names of relatives, such records generally being referred to as unidentifiable student records.
2. Records kept in the sole possession of the maker and which are not accessible or revealed to other persons. Such records may include grade books, notes on student work, transcripts of interviews, counselors' notes, and memory aids.
3. Examples of student work such as art and vocational objects and written work.
4. Communication privileged under Indiana Code and information required to be furnished to law enforcement or social service agencies relating to suspected child abuse or neglect under Indiana Code.

Parents. Parents of a student shall include parents, guardians, and custodians.

SECLUSION AND RESTRAINT

A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint.

RELEASE OF DIRECTORY INFORMATION

The school corporation may release certain "directory information," which means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed, and which includes, but is not limited to, the student's name, address, parents' names and their home and work telephone numbers, major field of study, participation in official recognized activities and sports, height and weight or members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information, without consent to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies.

Parents of a student less than 18 years of age or of a student who is at least 18 years of age desiring to object to disclosure of any of the categories of directory information should request FERPA Policy Form A (Denial or Permission to Release Certain Directory Information Without Prior Written Consent) from the superintendent's office.

An objecting parent or student may use Form A to deny consent for release of all directory information or categories of directory information he/she does not wish released.

Building principals shall ensure that parents are informed of their right to object to the release of directory information and that they have 14 calendar days from the beginning of the school year in which to file an objection.

NOTICE TO PARENTS AND STUDENTS OF THEIR RIGHTS CONCERNING EDUCATION RECORDS

To Parents and Students,

Education records are governed by federal law and regulation. The requirements of these laws and regulations are contained in school board policy 9.60, entitled Student Records. Generally, this policy provides for the following:

1. Records are confidential and may be disclosed only as provided in the policy.
2. The policy concerns both elementary and secondary student education records.
3. Parents have a right to examine their child's records at reasonable times if the child is less than 18 years of age and not attending a post-secondary institution or if the child is a dependent student as defined by Section 152 of the Internal Revenue Code.
4. Students have a right to examine their records at reasonable times.
5. Before education records are disclosed to third-parties, the school requires a signed and dated written consent of (a) a parent of a student who is less than 18 years of age and not attending a post-secondary educational institution, or (b) a student who is at least 18 years of age or attending a post-secondary institution.
6. Certain persons may examine education records without a parent's or student's consent as provided in the above paragraph. These include school officials (who have legitimate educational interests) and officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll. This school corporation forwards education records to another school corporation, school system, or institution of post-secondary education where the student seeks or intends to enroll without prior notification to the parent or student.
7. Directory information will be released to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of parent or student as provided in paragraph 5 above. Directory information includes the student's name, address, parents' names and their home and work telephone number, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed. A parent of a student less than 18 years of age or a student who is at least 18 years of age may object to disclosure of any of the categories of directory information by filing FERPA Policy Form A (Denial of Permission to Release Certain Directory Information Without Prior Written Consent) for the principal's office no later than 14 calendar days from the beginning of the school year.

STUDENT DISCIPLINE

The School Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board requires each student of this Corporation to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

Conform to reasonable standards of socially-acceptable behavior;

Respect the person and property of others;
 Preserve the degree of order necessary to the educational program in which they are engaged;
 Respect the rights of others;
 Obey constituted authority and respond to those who hold that authority.
 The Superintendent will promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:
 Are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
 Do not discriminate among students;
 Do not demean students;
 Do not violate any individual rights constitutionally guaranteed to students.

The Superintendent will designate sanctions for the infractions of rules, excluding corporal punishment, which relate in kind and degree to the infraction.

The Superintendent shall publish to all students and their parents the rules of this Corporation regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due-process procedures that will be followed in administering the Code of Conduct. Parents, and students who are eighteen (18) years or older, will be provided a form which is to be signed and returned to the school principal confirming that the Code of Conduct has been read and is understood. Failure to return the form shall have no effect on the utilization of the disciplinary actions contained in the Code with that student.

The principal shall have the authority to assign discipline to students, subject to Corporation administrative guidelines and the student's due process rights to notice, hearing, and appeal.

Teachers and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and/or when such conduct interferes with the educational program of the schools or threatens the health and safety of others. IC 20-33-8-1 et seq.

Milford School School-Wide Rules for Discipline

The school principal shall handle anything not covered by these rules. The Milford administration has the right to discipline in a manner which they feel is appropriate in the situation at hand.

Drugs – Possess, provide to another person, or are under the influence of any controlled substance, which contains marijuana, stimulant, intoxicant, narcotic, depressant, or hallucinogen. This also includes any product represented by the provider to be any of the listed controlled substances.

- 1st Expulsion Process/Police Referral
- 2nd Expulsion/Police Referral

Tobacco/Nicotine – Possess or provide to another person any tobacco/nicotine product or paraphernalia including lighters, matches, electronic cigarettes (e-cigs) (included but are not limited to).

- 1st 1-10 days suspension/Police Referral
- 2nd 1-10 days suspension/Police Referral
- 3rd Expulsion Process/Police Referral

Destruction of property, school or personal.

- 1st 1-5 days suspension, reimbursement, may have police referral
- 2nd 1-10 days suspension, reimbursement, may have police referral
- 3rd Expulsion Process

Stealing/Possession of stolen property.

- 1st 1-5 days suspension, possible police referral
- 2nd 1-10 days suspension, possible police referral
- 3rd Expulsion Process

Intimidation of other students.

- 1st 1-5 days suspension
- 2nd 1-10 days suspension
- 3rd Expulsion Process

Fighting/Causing physical injury.

- 1st 1-10 days suspension
- 2nd 1-10 days suspension
- 3rd Expulsion Process

Possessing, handling, or transmitting any object that can reasonably be considered a weapon. Toy guns are not allowed at school.

- 1st 1-10 days suspension and/or Expulsion Process
- 2nd Suspension/Expulsion Process

Improperly stored or used electronic devices (cameras, cell phones, electronic games, etc.)

- 1st Verbal/written warning (item is confiscated and returned to student at the end of the day)
- 2nd After school detention, item is confiscated and parent must pick up.
- 3rd 1 day ISS, item is confiscated and parent must pick up.

Sexual/Racial Harassment.

- 1st 1-5 days suspension
- 2nd 1-10 days suspension
- 3rd Expulsion Process

Disruptive Behavior.

Teacher warning, detention, or 1-5 days suspension

Cheating

- 1st The teacher may give a zero/parent contacted
- 2nd 1-5 days I.S.S.
- 3rd 1-5 days O.S.S.

Public Show of Affection

May result in a detention, suspension, or Expulsion Process

Computer Usage – any student that willfully enters into a program where they do not have permission to be, alters any program or writes inappropriate words in a program.

- 1st Detention
- 2nd 1-5 days I.S.S.
- 3rd 1-10 days suspension

Truancy (1/2 to full day)

- 1st I.S.S./make-up work
- 2nd 1-3 days ISS
- 3rd 1 day OSS

Being in an unauthorized part of the building

- 1st Detention

Cursing or obscenity- the use of oral or written language, visual depictions and/or gestures, that are vulgar and/or obscene, using and/or possession of lewd material, will not be permitted and may result in student disciplinary action. Discipline may include but is not limited to:

- a. Warning
- b. Detention
- c. 1-5 days suspension

Insubordination/disrespectful behavior – disciplinary action at the discretion of the teacher and/or principal. Such discipline may include but is not limited to:

- a. Warning
- b. Detention
- c. Suspension

Leaving room/building/supervision area without permission

- 1st—Counsel Student/Loss of recess privileges
- 2nd--In-school suspension—1-3 days
- 3rd—In-school suspension—1-5 days
- 4th—Out-of-school suspension
- 5th—Out-of-school suspension/Expulsion process

| INFRACTION | FIRST REFERRAL | SECOND REFERRAL | THIRD REFERRAL |
|---|--|--|---|
| Drugs | Expulsion Process/ Police Referral | Expulsion/Police Referral | |
| Tobacco/Nicotine | 1-10 days suspension/ Police Referral | 1-10 days suspension/ Police Referral | Expulsion Process/ Police Referral |
| Destruction of Property | 1-5 days suspension, reimbursement, may have police referral | 1-10 days suspension, reimbursement, may have police referral | Expulsion Process |
| Stealing/Possession Of Stolen Property | 1-5 days suspension, Possible police referral | 1-10 days suspension, Possible police referral | Expulsion process |
| Intimidation of other students | 1-5 days suspension | 1-10 days suspension | Expulsion process |
| Fighting/Causing Physical Injury | 1-10 days suspension | 1-10 days suspension | Expulsion process |
| Weapon | 1-10 days suspension and/or Expulsion process | Suspension/Expulsion process | |
| Electronic Devices | Verbal/written warning (item confiscated & returned to student at end of day) | After school detention, item is confiscated and parent must pick up | 1 day ISS, item is confiscated and parent must pick up |
| Sexual/Racial Harassment | 1-5 days suspension | 1-10 days suspension | Expulsion process |
| Disruptive Behavior | Teacher warning, detention, or 1-5 days suspension | | |
| Cheating | The teacher may give a zero/parent contacted | 1-5 days ISS | 1-5 days OSS |
| Public Show of Affection | May result in detention, suspension, or expulsion process | | |

| | | | |
|---|--|-----------------------|-----------------------------|
| Computer Usage | Detention | 1-5 days ISS | 1-10 days suspension |
| Truancy | ISS/make-up work | 1-3 days ISS | 1 day OSS |
| Being in Unauthorized Area of Building | Detention | | |
| Cursing or obscenity-using or in possession of lewd material | Warning | Detention | Suspension |
| Insubordination/ Disrespectful behavior | Warning | Detention | Suspension |
| Leaving without permission | Counsel student/loss of recess privileges | ISS – 1-3 days | ISS – 1-5 days |

MILFORD SCHOOL PROBLEM SOLVING STRATEGY

If a student has a problem or disagreement with another student, follow these four steps:

1. Handle the problem the best you can on your own. Students are expected to get and use advice (that follows school rules) from your teachers, counselors, staff members, etc. Learning how to deal with difficult people and/or difficult situations are skills that students need to learn during middle school and it must be practiced in real situations. However, students should always involve the nearest adult at the first hint of possible physical violence. In this way, all physical contact can be avoided and students can prevent any perceived need for self-defense.
2. If the problem continues, despite the advice you received and tried in Step #1, or the situation gets to the point where a fight might occur (i.e. words are being exchanged, you are being challenged or physically threatened, or other students are edging it up) you are to walk away (despite peer pressure) and speak to your classroom teacher or the nearest adult.
3. If the problem continues after a teacher is informed of the situation, then see a counselor for assistance.
4. If and when it happens again, see the Assistant Principal and do everything he/she tells you to do (exactly as instructed). If the problem continues or reoccurs, see the Principal or have your parents contact the Principal.

STUDENT DISCIPLINE POLICY

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline students. In this event and in accordance with the provisions of Indiana Code, administrators and staff members may take the following actions:

Removal from class or activity – Teacher: 1) A middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period of up to five (5) school days if the student is assigned regular or additional work to be completed in another school setting; 2) an elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to 1 school day if the student is assigned regular or additional work to be completed in another school setting.

Suspension from school – Principal: A school principal or designee may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.

Expulsion – In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current trimester plus the following semester with the exception of a violation of rule 13 listed under Ground for Suspension and Expulsion in this policy.

Academic Defiance - It is defined as student refusal or failure to turn in an excessive number of assignments during a grading period after which parent notification and classroom consequences have been implemented by the teacher. Further consequences are to be determined by the administration.

Behavior Contract - Students with excessive behavior or attendance concerns may be issued a contract approved by administration.

GROUND FORS SUSPENSION OR EXPULSION

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, **but are not limited to:**

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with the intent to deprive others of this use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with the intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under this supervision.
2. Causing or attempting to cause damage to school property, stealing, or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing, or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
5. Threatening or intimidating any student for any purpose, including obtaining money or anything of value from the student.
6. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any item that is considered a weapon but is not a firearm in Rule #13 below.
7. It is a violation of the disciplinary code of Milford School as allowed under Indiana Code to
 - a. possess, provide to another person, or be under the influence of any controlled substance which is or contains tobacco/nicotine, alcohol, marijuana, a stimulant, or intoxicant, a narcotic, a depressant, or a hallucinogen, or any substance represented by the provided to be any of the listed controlled substances, on school grounds at any time or at any school sponsored activity at any location including the school bus. Use of medication by a student prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student, does not violate this rule. Any student, who is unsure of possession, use of, providing another person with any particular medicine or substance, would violate this rule should contact an administrator before possessing, using or providing the medication or substance.

- b. Possess or provide to any person anything used primarily for the storage, processing, delivery or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants or hallucinogens on school premises at any time or at any school sponsored activity at any location including a school bus. Examples of things which are not to be possessed or provided to another person are pipes, rolling papers, clips, and literature or other such paraphernalia.
 - c. Tobacco/nicotine is a controlled substance. Indiana state law forbids the possession or use of tobacco/nicotine products by individuals who are less than 18 years old. Any Wawasee student, regardless of their age, who possesses, uses or distributes tobacco/nicotine products to other students is in non-compliance of the Milford School Code of Conduct. Vape Pens/E-Cigarettes are not appropriate for school and should not be on school property. Vape Pens/E-Cigarettes will be handled through the disciplinary procedures that are consistent with tobacco/nicotine possession and paraphernalia.
 - d. Statutory omission of Title of 9D (contraband that looks like or is represented to be certain prohibited items).
 - e. Knowingly possesses, uses, provides, or transmits to another person (by sale or otherwise), or be under the influence of any substance which looks like is, which the student represents to be, which the student has reason to believe is, or which has been represented to the student as a narcotic drug, hallucinogen drug, substance which contains alcohol, marijuana, caffeine-based pills, substance containing phenylpropanolamine (PPA), stimulant, depressant, or intoxicant of any kind.
 - f. Arranging for the sale or distribution of any item listed in categories 9 A-E while at school or any area listed in items 1, 2, 3 under grounds for expulsion or suspension.
- 8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
- 9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- 10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- 11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property
 - b. disobedience of administrative authority
 - c. willful absence or tardiness of students
 - d. possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind
 - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PBA), or stimulants of any kind not prescribed by a doctor
 - f. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
- 12. Knowingly possessing or using on school grounds during school hours an electronic paging device or a hand held portable telephone in a situation not related to a school purpose or educational function.
- 13. Possessing a firearm
 - a. No student shall possess, handle, or transmit any firearm on school property.

- b. The following devices are considered to be a firearm under this rule:
 - any weapon that will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device.
 - any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
 - an antique firearm.
 - a rifle or shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.
 - c. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one (1) calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The length of the expulsion may be reduced by the Superintendent if the circumstances warrant such reduction.
 - d. The Superintendent shall notify the Prosecuting Attorney's office when a student is expelled under this rule.
- The grounds for suspension or expulsion listed above (#1-13) apply when a student is
- a. On school grounds immediately before, during, and immediately after school hours, and at any other time when the school is being used by a school group.
 - b. Off school grounds at a school activity, function, or event, or
 - c. Traveling to or from school or a school activity, function, or event.
14. In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

SUSPENSION PROCEDURES

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

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

EXPULSION PROCEDURES

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are given a notice on their right to request and appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request and appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or appeal it to the school board.
3. The notice of the right to request and appear at an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

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

License/Permit Invalidation

Per Indiana law, Milford School may invalidate the driver's license or driver's permit of a person less than eighteen (18) years of age who:

1. is under an expulsion, exclusion or second suspension from school;
2. has withdrawn from school (unless due to financial hardship); or
3. has been determined to be a habitual truant.

The license or permit shall remain invalid for expulsions, exclusions and suspensions for at least 120 days, or, in the event of a habitual truancy or withdrawal from school, until the individual turns eighteen (18) or the student has re-enrolled in school and is in good standing.

I.S.S. – IN-SCHOOL SUSPENSION

In-School suspension will be used primarily for disciplinary action. In-school suspension involves removing a student from the main stream of school activity. A student removed will be allowed to complete work assigned by teachers in a room assigned. The

student will then earn his/her return to the regular school schedule by meeting proper behavioral and academic requirements.

Each teacher will provide the student with course work to be completed during the time of his/her suspension period. Each assignment will relate to the unit of study in progress at that time in the regular class. Some lab classes will provide assigned work relating to the subject matter.

Any student that has received an out-of-school suspension jeopardizes his/her opportunity to go on a field trip with his/her class. The administration will make the final decision based upon the student's willingness to follow the school's rules.

DISORDERLY CONDUCT

It is the purpose of the School Board, acting within the intent and letter of the law of this State, to provide instruction for students at public expense. Any act of any person(s) to interfere with or to thwart that purpose is unlawful or is in violation of Board policy. Therefore, actions by a student(s) to interfere materially or substantially with the operations of the School Corporation by defacing or destroying school property, by rioting, breaking-in, sitting-in, lying-in, smashing-in, or picketing to force students not to cross picket lines are illegal. Students who engage in such activities may be punished to the full extent of the law and Board policies and Corporation administrative guidelines promulgated there under.

BULLYING

Defined: 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 student.

This rule applies when the student is on school grounds, immediately before or during school hours, immediately after school hours, traveling to or from school, or at an activity, function or event sponsored by the school, or using property or equipment provided by the school.

Bullying is not tolerated in the Wawasee Community School Corporation. Violations of this policy will be reviewed by the Principal or his/her designee for appropriate disciplinary action.

If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

GANGS

No person may engage in any activity for the purpose of defending any street gang on or about school premises or school grounds or at any school-sponsored activity. The prohibited activities include, but are not limited to, a fight related to any gang activity.

Penalty:

1. Suspension one to ten (1-10) days; referral to police; possible expulsion.
2. Expulsion and referral to police.

No person may solicit any student, staff member, or visitor for membership in an organized group of youth or adults, commonly known as "street gangs" on or about school premises or at any school-sponsored activity.

Penalty:

1. Suspension one to ten (1-10) days; referral to police; possible expulsion.
2. Expulsion and referral to police.

No hats, jackets, or any item of clothing or jewelry containing the insignia of a street gang or otherwise commonly associated with a street gang may be worn on or about the school premises, on school grounds, or at any school-sponsored activity.

Penalty:

1. Suspension one to ten (1-10) days.
2. Suspension five to ten (5-10) days.

No person may engage in any activity for the purposes of promoting any street gang on or about the school premises, on school grounds, or at any school-sponsored activity. The prohibited activities include, but are not limited to, drawing or displaying gang symbols on any surface or teaching others to "represent" or act like a gang member.

Penalty:

1. Suspension three (3) school days.
2. Suspension five (5) school days and a police referral.
3. Expulsion and a police referral.

No person may intimidate by violence or other means, or otherwise coerce, any other person in any interaction related to a "street gang."

Penalty:

1. Suspension one to ten (1-10) days; referral to police; possible expulsion
2. Expulsion and referral to police.

HARASSMENT

Prohibited harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color, religious creed, national origin, or 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 a class or an educational program or activity.

SEXUAL/RACIAL HARASSMENT

Employees and students are prohibited from sexually/racially harassing other employees or students.

1. In the case of sexual/racial harassment of a student or employee by a student, sexual/racial harassment means: Any conduct of a sexual/racial nature by a student directed toward another student when (a) such conduct has the obvious result of creating an intimidating, hostile, or offensive school environment for the other student; or (b) such conduct is continued by the student after the request of the student to stop such conduct because it is intimidating, hostile, or offensive to the other student. The determination of whether the conduct of a student is intimidating, hostile, or offensive is to be made by the school administration.
2. Any sexual advance or racial advance by a student toward an employee, or an employee toward a student.
3. Any request by a student to an employee for sexual favors from the employee or an employee to a student.
4. Any conduct of sexual/racial nature by a student directed toward an employee or an employee toward a student when such conduct has the purpose or an effect on an employee/student of reasonable sensibilities, (a) of creating an intimidating, hostile, or offensive school environment for the employee/student or (b) influencing either the student's grade or participation in any school sponsored activity.

Sexual/racial harassment prohibited by this policy includes verbal, written or physical conduct. The terms intimidating, hostile or offensive as used above include conduct, which has the effect of humiliation, embarrassment, or discomfort.

Complaints alleging a violation of this policy solicited and must be brought to the attention of the appropriate grievance procedure. Caution must be exercised, however, to avoid groundless complaints.

Violations of this policy will be reviewed by the principal or designee for appropriate disciplinary action.

DISCIPLINARY PROCEDURES TO BE USED BY BUS DRIVERS

In an effort to provide safe, efficient, and dependable transportation to and from school for eligible students within the Wawasee Community School Corporation, the following procedures will be utilized by school personnel.

1. Drivers are knowledgeable regarding expectations of student behavior.
2. Drivers receive in-service regarding seating plans and bus disciplinary techniques.
3. Drivers are supplied with school bus discipline report forms. These forms will be used for the following misconduct:
 - a. failure to remain seated while bus is in motion
 - b. refusing to obey the bus driver
 - c. fighting with or bothering the bus driver
 - d. profanity
 - e. lighting matches or smoking
 - f. chewing tobacco
 - g. throwing of objects within or out of the bus
 - h. hanging out of the bus window
 - i. vandalism
 - j. spitting
 - k. other behavior which may jeopardize the safety of students.

After a bus driver has exhausted the methods of correcting behavior on the bus, he/she then will utilize the written report which will then be turned in to the building principal. Bus methods of correcting behavior may include, but are not limited to, such things as:

- a. assigned seats
- b. use of the front seat as a disciplinary measure
- c. verbal warning
- d. one day suspension of riding privileges with notification to school, central office, and parent.

If a student is written up for any of the above activities, the principal will usually employ the following disciplinary actions.

First offense – A warning to the student, with the bus driver present, and a report to the parents. It is hoped that the parents will help prevent a recurrence as school bus safety is a responsibility of all, and parents are responsible for the behavior of minors.

Second offense – One to five day suspension of riding privileges and a conference with student, driver, and parents. A written report will then be issued notifying the parent of the consequence of a third report.

Third offense – Automatic suspension of riding privileges. The length of time will depend upon the seriousness of the violation and attitude of the student and parents. This includes a conference with student, driver and parents. Should parents not attend, a written report will be forwarded to them.

(NOTE: Any flagrant violation which jeopardizes the safety of children will be dealt with as a third offense.)

At any time the principal may request the involvement of the Assistant Superintendent/Business Manager in charge of transportation.

This procedure was implemented in an effort to ensure safe riding privileges for students within the Wawasee Community School Corporation. We feel that together with parents we can provide the highest quality bus service possible. Of course, as with anything else, we must work together and have a procedure to follow. We invite you to join us in a cooperative approach in attaining this goal.

WEATHER SCHOOL CLOSING

Our school is closed when Wawasee Community School Corporation closes. Also, we may begin school one two or three hours later. When the weather is very bad due to fog, snow, slippery roads, or very low temperatures, check the Wawasee School Website at www.wawasee.k12.in.us, tune into Willie 103.5 FM or The Mix 93.7 radio stations after 6:00

a.m., television at WNDU (Channel 16), or WSBT (Channel 22), ParentSquare, or Wawasee Facebook. Please do not phone the school office. These lines must be kept open for official business.

CHARGES BY A STUDENT

Where a student or his/her parent believes that the student is being improperly denied participation of any educational function of the School Corporation or is being improperly denied participation of any educational function of the School Corporation or is being subjected to an illegal rule or standard, as provided by Indiana, or by the United States, he/she shall, if unable to work out his/her problems with members of the administrative staff, be entitled to initiate a hearing by filing a charge with the Superintendent. A hearing officer will be assigned by the Superintendent. If the resulting decision is not partially or wholly acceptable, a student or his/her parent may, through written request, appeal the decision to the governing body, the School Board.

TEXTBOOK RENTAL

All your textbooks are rented and belong to the Wawasee Community School Corporation.

1. The student's name must be written in the appropriate place in the book in ink.
2. Partial textbook refunds will be given upon withdrawal.
3. All rentals are on a cash basis.
4. Books that are damaged, written in, or lost must be paid for by the student.

MIDDLE SCHOOL EXTRACURRICULAR EVENTS

All students are invited to attend the school's extracurricular activities. Spectators should remember that they represent the school just as much as the participants and should exhibit good manners. Misbehaving students will be restricted from attendance at extracurricular activities.

LOST AND FOUND

Students are encouraged to mark all personal property including clothing, books, physical education clothing and other items. Students should turn in to the school office any article or book they might find that does not belong to them. Students who have lost articles should inquire at the school office for these articles.

SAFETY DRILLS

Fire/tornado drill and lockdown procedures are posted in each classroom. Students should become familiar with these instructions. It is very important that the student body and faculty empty the building quickly and quietly. Following instructions and maintaining order is essential.

TELEPHONE NUMBERS

| | |
|--|---------------|
| Milford (K-8) | (574)658-9444 |
| North Webster (K-5) | (574)834-7644 |
| Syracuse (K-5) | (574)457-4484 |
| Wawasee Middle School (6-8)..... | (574)457-8839 |
| Wawasee High School (9-12)..... | (574)457-3147 |
| Wawasee Community School Corporation | (574)457-3188 |

CONTRIBUTIONS AND GIFTS

Students may be asked to contribute to a few worthwhile projects. No collections may be made by students or any class without permission from the office.

COUNSELING AND GUIDANCE

Counselors and teachers will assist you in various ways. You may receive information about vocations or aid in evaluating your abilities and interests. You may receive counsel in relation to personal problems, how to get along with your friends, or how to be more effective as a student. You will also receive help in registering and selecting courses for high school.

BICYCLES/SKATEBOARDS

Students riding bicycles to school should follow rules of safe riding at all times. Bicycles should be parked in the rack that is provided. Bicycles should not be ridden during the day. All bicycles should be locked when parked at school.

Skateboards and roller skates and roller blades are not permitted on school property or grounds.

The employees of Wawasee Community School Corporation are not responsible for lost, stolen, or damaged bikes.

ELECTRONIC DEVICES

Personal electronic devices are not to be used during the school day. Electronic devices include, but are not limited to, the following: cellular telephones, tablet devices, cameras, and music playing devices (wireless earbuds). The school takes no responsibility for lost or stolen electronic devices. Violations of this policy will be reviewed by the principal, assistant principal or designee for appropriate disciplinary action. All such devices not used properly or secured properly may be confiscated by the school and turned over to parents or the police.

Emergency situations will be considered individually by the administration. Laser pens/lights are not permitted on school property. Continual violation of the policy will be considered insubordination and discipline policy may be implemented.

Students must have permission from a teacher or principal or their designee before using a telephone for any reason during the school day. Permission to use the phone located in the office will only be given in emergency situations.

BOOK BAG POLICY

Students are not to take any book bags to classrooms and are to use their lockers for storage of such items.

PHYSICAL EDUCATION

All students are required to participate in Physical Education and wear required clothing. Students will be excused from classes only if there is on file in the office a permission slip from the family doctor or other arrangements are made with the principal.

SCHOOL ANNOUNCEMENTS

School announcements will be made over the intercom. Students desiring to have school announcements made on the intercom should hand in the approved written announcements to the school office.

Students must receive permission from the school office before posters are displayed in the school building.

SCHOOL LUNCH PROGRAM

The lunch period of all Wawasee Community Schools is closed. This means that students are not to leave the school grounds. Students are expected to eat in the school cafeteria whether buying school lunch or bringing their own. Parents living in the near vicinity of the school may make written requests for their student to eat at home.

We recommend that middle school students deposit money into their accounts on a weekly or monthly basis. We will also accept cash on a daily basis. No middle school students will be allowed to charge meals.

Middle school students should always walk to the cafeteria, conduct themselves at all times as ladies and gentlemen. While waiting in line, be sure to stand near the wall so that others leaving the cafeteria have plenty of room to get through. No one has the right to permit others to break into line or save places for anyone. Students must remain in the cafeteria during their eating time.

SCHOOL SUPPLIES

The student may purchase notebooks, pencils, and other supplies at the school store.

SELLING DURING SCHOOL HOURS

Before any type or kind of items can be sold in the school or on the school grounds, clearance for the project must be obtained from the principal in writing.

WORK PERMIT ISSUANCE AND REVOCATION ISSUANCE

Employment Certificates (Work Permits) – Every employer must secure an employment certificate before any gainfully employed minor 14, 15, 16, or 17 years of age is permitted to work. This includes minors who are 16 and 17 years of age and no longer enrolled in school. (Exception: Minors under age of 18 and graduated from high school do not require employment certificates.)

1. An employment certificate may be denied a minor whose school attendance is not in good standing or whose academic performance does not meet the school corporation's standard.
2. Once issued, an employment certificate may be revoked by the issuing school, if there occurs a significant decrease in the minor's grade point average or school attendance.

Obtaining Employment Certificates – Each public school corporation has an issuing officer appointed to handle all aspects of employment certificates. The minor must follow this procedure:

1. Obtains an Intention to Employ/A-1 from his/her school.
2. The employer completes the Intention to Employ form.
3. The minor presents the form to his/her parents or guardian for a signature.
4. The minor presents the completed, signed, Intention to Employ card to the main office secretary.
5. The employment certificate is completed by the secretary and given to the minor.
6. The minor presents the employment certificate to the employer.

Office hours and time allowances –

1. The Milford School office hours are 7:30 a.m. to 4:00 p.m.
2. The Intention to Employ card may be brought in before the school day begins, which will allow time for it to be ready for pick up by the end of the school day.

REVOCATION

- a. An employment certificate issued under this chapter may be revoked by the issuing officer, if the issuing officer determines that there has been a significant decrease in the minor's grade point average since the issuance of the permit.
- b. A student whose employment certificate is revoked under subsection (1) is entitled to a periodic review of the student's grade record to determine whether the revocation should continue. A periodic review may not be conducted less than one time each school year.

- c. If upon review the issuing officer determines that the student's grade point average has improved substantially, the issuing officer may reissue an employment certificate to the student.
- d. A student may appeal the revocation of an employment certificate under subsection (a) or the refusal to reissue an employment certificate under subsection (c) to the school principal.

DENIAL OF WORK CERTIFICATE

- a. An issuing officer may deny a certificate to a child:
 - 1. Whose attendance is not in good standing; or
 - 2. Whose academic performance does not meet the school corporation's standard.
- b. Within five (5) days, the issuing officer shall send a copy of the employment certificate to the Department of Labor. The issuing officer shall keep a record in his office of each employment certificate issued.
- c. A student may appeal the denial of a certificate under subsection (a) to the school principal.

ACADEMIC DIFFICULTY REPORT

Students who are having difficulty in their subjects and are not meeting required standards will be notified of their standing at the end of the sixth week in each grading period. Parents should discuss this form with the students.

STUDENT WITHDRAWAL

Students withdrawing from school should inform the office in advance of the withdrawal date. Students should also inform their teachers of their withdrawal.

INDIVIDUAL STUDENT EDUCATIONAL RELATED ACTIVITY

If a student has the opportunity to be a participant in an educational experience resulting in school absence with parent permission, parents may request that their son or daughter be excused.

This request is to be submitted by application to the Building Principal with his/her recommendation forwarded to the Corporation Review Committee.

- 1. Application procedure.
 - a. Applications are available from the principal's office.
 - b. Complete I.E.R.A. form.
 - c. Submit a written statement as to the educational benefit students will receive.
 - d. Submit supporting documentation which must include program summary, itinerary, etc.
- 2. Application must be submitted at least 4 weeks prior to the date for the leave unless specific circumstances exist which preclude such timing. Then the application must be submitted as soon as the need becomes known.
- 3. Examples of educational opportunities are:
 - a. Presidential classroom.
 - b. Marine Biology classroom.
 - c. Space Cadet Program.
 - d. Education opportunities that are unique and non-recurring.
 - e. Work with people that are charitable or service-oriented, such as missionaries.
- 4. Examples of requests that will not be approved:
 - a. Family trips or vacations that can and should be scheduled during school vacations.
 - b. Activities that can be scheduled during non-school time.
 - c. Individual, family, or group recreational requests.

Students approved for an Individual Educational Related Activity must submit a written report to the building principal within one week after the last date of activity. They may also be requested to make a presentation.

The committee for approval will consist of each building principal and the Assistant Superintendent for Instruction. The committee will meet twice a month as needed. The duty of the committee will be to review all applications.

Once a decision is made, this decision is forwarded in writing to the parents, student, and the Superintendent of Schools.

An appeal of this decision is possible if initiated by parents in writing and directed to the committee. A decision based upon an appeal is final.

SPECIAL EDUCATION

Special education services are available to eligible children/youth with disabilities at all schools within the school corporation. These services are designed to assist the student in learning, despite the disability. Special education services are provided by a wide variety of licensed teachers, related therapists, school psychologists and support staff.

The North Central Indiana Special Education Cooperative supports and works with our local schools to make sure that all students are successful learner's. If you have a question about special education services, you may speak to your student's teacher or the building principal. If you know of a preschool age child who may have a disability, you may refer the parent/family to Wawasee Community School Corporation Central Office at (574)457-3188.

POLICY OF NON-DISCRIMINATION

Wawasee Community School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, creed, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

For further information, clarification, or complaint (grievance) procedures, please contact the Superintendent's office (574)457-3188 or the following coordinators:

James Flecker
A.D.A. Coordinator (American with Disabilities)
Section 504 Coordinator (handicapping conditions)
Title IX Coordinator (gender discrimination)

Dr. Stephen Troyer
Title VI Coordinator (race, color, creed,
national origin, and limited
English proficiency)

Wawasee Community School Corporation
801 South Sycamore Street
Syracuse, IN 46567
574-457-3188

EXTRACURRICULAR STANDARDS

The following rules and guidelines must be followed by all members of extracurricular activities:

1. The use of tobacco/nicotine, alcoholic beverages, and illegal drugs is forbidden. Students who are found to be in possession of tobacco/nicotine products on or off school grounds by any Wawasee Corporation employee will be excluded from a minimum of 30% of their athletic or academic contests, including band or choir concerts. Students found in possession of alcohol or illegal drugs will be excluded from all extracurricular contests for the remainder of that school year.
2. Students represent their school and should do so in a respectable manner. They are expected to display proper conduct in and out of school and put forth maximum effort in their studies.

3. To be eligible for athletics, a student must pass all subjects at progress report time (midterm reports) and at the end of each grading period in order to remain eligible for participation in the athletic programs at Milford School/Wawasee Middle School (team member, manager, or cheerleader).
 - a. Any student who receives two or more failing grades on a midterm report or report card will be ineligible to practice or participate in athletics until the next midterm report or report card is distributed.
 - b. Any student who received one failing grade on a midterm report or report card will be placed on a two week probation period consisting of ten school days in which the athlete may practice at the coach's discretion, but will not participate in any games, events, or competitions scheduled during the probation period.
 - c. If the student brings the grade up to passing by the end of the probation period, he or she will then be eligible to participate fully in the athletic program. However, if the failing grade has not been raised to passing by the end of the probation period, the student is now ineligible to practice or participate in athletics until the next midterm report or report card is distributed.
 - d. The administrator in charge of athletics is responsible for checking midterm reports, report cards, and grades during the probation period for all athletes in their respective sports to determine athletic eligibility. The coach, athletic director, or principal may impose academic probation at any time.

Incompletes will result in an athlete being ineligible until this grade has been finalized in a timely manner. The athlete may practice but not compete during this time period.

Citizenship is not included as a grade.

Milford School/Wawasee Middle School has established the following dates for certification of athletic eligibility for the 2016-2017 school year. Eligibility is effective the date on which report cards are issued.

1st trimester progress report – September 29, 2021

1st trimester report card – November 10, 2021

2nd trimester progress report – January 12, 2022

2nd trimester report card – February 24, 2022

3rd trimester progress report – April 20, 2022

3rd trimester report card – June 6, 2022

4. All students participating in an extracurricular activity are required to carry athletic insurance and have on file a physical slip in the office. (Insurance waivers are possible if parents have a waiver form signed.)
5. The physical slip must be on file prior to the first practice and the completed emergency card must be on file prior to the first game.
6. When attending extracurricular contests or activities, students should be well groomed and dressed appropriately. Students may be excluded from an extracurricular activity, if the coach or sponsor believes that the student's attire, hair dye, or other changes to one's physical appearance is disruptive to the team or concept of team unity.
7. Students are not to be in the building unless under direct supervision of his or her sponsor; this includes time before the activity, during the activity, and practice sessions.
8. Parents are expected to pick up students from activities no later than 30 minutes following the expected conclusion of the activity. Coaches or sponsors are not expected to stay later than 30 minutes after the conclusion of the activity.
9. Attendance at all practices, meets, or games is mandatory unless the student notifies the sponsor prior to the event or is absent from school.
10. A student who wants to participate in an extracurricular event must be present at school by 11:30 a.m. the day of the event unless pre-approved arrangements are made with the administration. This is to be signed and returned before a student becomes a member or participates in an extracurricular activity.
11. A student may be removed from an activity or extracurricular team at any time by the sponsor or administration for disciplinary reasons.

12. It is preferred that students return from away events on the team bus; however, extenuating circumstances will be evaluated by the coach or sponsor.
13. The coach or sponsor will provide a list of expectations that are to be followed by the student and parent. The coach or sponsor will also provide a schedule for practice dates and contests.
14. A student must complete the extracurricular activity in good standing to be eligible to receive a certificate or other awards.
15. The student and parent are financially responsible for any equipment issued to the student. The cost is based on the replacement value of the equipment and will be determined by the principal.
16. A student may participate in only one (1) sport at a time.

WAWASEE COMMUNITY SCHOOL CORPORATION

6-8 ATHLETIC AWARDS

Athletic Trophies – Presented to the students who were selected on the basis of improvement of skills, leadership, cooperation, and dedication to the overall team efforts.

- | | |
|----------------------|-----------------------------------|
| a. Football | g. Wrestling |
| b. Volleyball | h. Swimming |
| c. Cross Country | i. Boys' Track |
| d. Girls' Basketball | j. Girls' Track |
| e. Boys' Basketball | k. Boys'/Girls' Golf |
| f. Gymnastics | l. Cheerleading (fall and winter) |
| | m. Boys'/Girls' Soccer |

Scholastic/Athletic Awards – Presented to 6, 7, and 8 grade students for maintaining a 3.3 grade point average in all subjects during the school year. Also, the student must have participated and completed a minimum of two sports. The grade point average is based on the first two grading periods and no U in citizenship.

Athletic Certificates – Presented to students who participated in at least one sport and completed the season during the school year.

MIDDLE SCHOOL PROCEDURES – Follow all posted school-wide (PBIS) procedures.

Agreement for Student Handbook For Milford School

To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of School Trustees publishes this updated Student Handbook annually to explain student's rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year. Students will be expected to sign and return this form indicating that they have read and understood the provisions in the Handbook.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact:

| | |
|--|---------------|
| Chris Gerbers, Principal | (574)658-9444 |
| Michael Casey, Assistant Principal/Athletic Director | (574)658-9444 |
| Dr. Stephen Troyer, Superintendent of Schools | (574)457-3188 |

Adopted by the Board of School Trustees and Discipline Code adopted by the Board of Trustees.