

# **LINTON-STOCKTON MIDDLE SCHOOL STUDENT HANDBOOK**



# **2017-2018**

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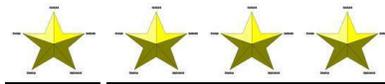
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LINTON-STOCKTON MIDDLE SCHOOL  
A FOUR STAR SCHOOL



Accredited by  
Indiana Student Achievement Institute  
Indiana Performance Based Accreditation

## Linton Stockton Middle School Mission Statement

Linton-Stockton Middle School is committed to providing students with academic skills which enable them to become successful lifelong learners while promoting their positive social and emotional development.

Teaching students to be highly effective while being respectful, responsible, and ready to learn!

BE PROACTIVE  
BEGIN WITH THE END IN MIND  
PUT FIRST THINGS FIRST  
~~think~~ WIN-WIN  
SEEK FIRST TO UNDERSTAND  
THEN TO BE UNDERSTOOD  
SYNERGIZE  
SHARPEN THE SAW

## **SCHOOL CALENDAR 2017-2018**

Teacher Work Day	August 4, 2017
First Student Day	August 10, 2017
Labor Day (No School)	September 4, 2017
End of 1st Nine Weeks	October 11, 2017
Fall Break (No School)	October 12-13, 2017
Begin 2 <sup>nd</sup> Nine Weeks	October 16, 2017
Thanksgiving Break (No School)	November 22-24, 2017
End of 2 <sup>nd</sup> Nine Weeks/1 <sup>st</sup> Semester	December 21, 2017
Christmas Break (No School)	December 22-29, 2017
Christmas Break (no school)	January 1-2, 2018
First Day Back To School	January 3, 2018
Begin 3 <sup>rd</sup> Nine Weeks/2 <sup>nd</sup> Semester	January 3, 2018
End of 3 <sup>rd</sup> Nine Weeks	March 6, 2018
Begin 4 <sup>th</sup> Nine Weeks	March 7, 2018
Spring Break (No School)	March 26-30, 2018
No School (10 <sup>th</sup> Snow Make-up Day)	April 28, 2018
No School (1 <sup>st</sup> Snow Day)	May 4, 2018
No School (9 <sup>th</sup> Snow Make-up Day)	April 12, 2018
Last Day of School	May 16, 2018
(End of 4 <sup>th</sup> Nine Weeks/2 <sup>nd</sup> Semester)	
No School (2 <sup>nd</sup> Snow Day)	May 17, 2018
No School (3 <sup>rd</sup> Snow Day)	May 18, 2018
No School (4 <sup>th</sup> Snow Day)	May 21, 2018
No School (5 <sup>th</sup> Snow Day)	May 22, 2018
No School (6 <sup>th</sup> Snow Day)	May 23, 2018
No School (7 <sup>th</sup> Snow Day)	May 24, 2018
No School (8 <sup>th</sup> Snow Day)	May 25, 2018

## **Linton-Stockton Middle School Handbook**

Welcome to Linton-Stockton Middle School! Each student in our school plays an important role in making Linton-Stockton Middle School one of the best schools in our community and throughout the state of Indiana by:

- Respecting yourself and others
- Attending all classes daily and on time
- Being prepared for and actively participating in class, on assignments, and activities
- Coming to class with appropriate materials and having all homework assignments completed
- Respecting all persons and property
- Using only appropriate language
- Refraining from name-calling, fighting, harassment, or engaging in any behaviors intended to embarrass or harm others
- Conducting yourself in a safe and responsible manner each day
- Abiding by the rules and regulations set forth by this code, by the school, and by the individual teacher's classroom rules
- And by seeking to make changes in an orderly and approved manner

We expect all of our students to follow these guidelines and act responsibly and be a respected member of the school community.

We wish you success during your Middle School experience.

Lisa Hollingsworth,  
Linton-Stockton Middle School Principal

## **ATHLETIC POLICY**

The Linton-Stockton Middle School has adopted an athletic policy which will be enforced. Each student athlete will be required to have a completed physical on file in the Principal's office in order to participate in any sport offered by the school.

The primary purpose of the athletic and extracurricular programs at Linton-Stockton Middle School are to promote the physical, mental, social, and moral well-being of the participants. The activities should enhance the educational development of our students. It is hoped that the experiences gained through our programs will be a positive force in preparing our youth for an enriching and vital role in American life.

The athletic/extra-curricular programs are an integral and important part of our student's education. Through volunteer participation, the students give time, energy and loyalty to the program. He/she also accepts the training rules, regulations, and responsibilities unique to those students participating in after school activities. He/she must be willing to assume these obligations as the role demands and make sacrifices not required of other students. The student-athlete and extra-curricular participant are role models and must conduct themselves in an appropriate manner.

In addition to the rules and regulations covered in the student handbook, all students are also governed by the Linton-Stockton Middle School athletic and extracurricular programs code and the guidelines set down by the coaches and sponsors of each sport or activity.

## **ATTENDANCE AWARD**

In order to qualify for attendance awards, a student must be in attendance each school day, with the exception of those absences excused by state law. Also, emergency situations will be dealt with on an individual basis.

## **ATTENDANCE POLICY**

The Linton-Stockton Middle School Curriculum is designed so that regular and consistent participation in assigned activities are essential to successful completion of all course. The grades assigned reflect not only the quantity but also the quality of work completed.

The Greene County School Attendance Committee has developed the following regarding school attendance. All schools in Greene County will be using the definitions for attendance. All schools will be following the same guidelines to ensure that students are in attendance at school.

## **ATTENDANCE DEFINITIONS**

A whole day absence is defined as a student being absent from school from 7:55 a.m. thru 3:05 p.m.  
A half day absence is defined as a student arriving at school after 10:00 a.m. or leaving school before 1:00 p.m. Half days accumulate and are counted toward the 6 day and 10 day absence totals.  
(Two half day absences = one whole day absence)

**CERTIFIED**-These absences do not count toward the accumulation of days per year. These days do count as a day of being absent from school. Students may make up all work and receive full credit for the work if certified within 48 hours. Absences that do not count toward the six-day quota: Examples include: Doctor's visit with a written excuse, if this notice is presented within 48 hours students may make up all work and receive full credit for the work. If the written excuse is submitted after 48 hours the absence will be certified, but the student will receive a zero on any missed work.

1. Attending a funeral
2. Any other emergency- with approval of the principal or his designee
3. Absences supported by a doctor's note
4. Students sent home by the School Nurse

**CERTIFIED DOES NOT COUNT – (Exempt)** These days do NOT count as a day being absent from school (according to law). Students may make up all work and receive full credit for the work.

Examples include:

1. Pre-arranged permission to fulfill a state fair assignment such as a 4-H commitment.
2. Pre-arranged permission serving as a page in the State Legislature.
3. School sponsored activities; no parent/doctor statement is needed to re-enter student in school.
4. Pre-arranged permission to help candidates on Election Day.
5. Any student subpoenaed to appear in court and/or court appearances.
6. Any pre-approved educational absence with the approval of the principal or his designee.
7. Absence while on suspension, expulsion, or exclusion from school.

**EXCUSED-** Parent must notify school of the student's absence. These absences are counted toward the accumulation per year. Students will be allowed to make up all work and receive full credit for the work. Example includes: Staying home sick without a doctor's visit and pre-arranged absences.

If a student reaches six (6) excused absences in one year, additional absences that year will be unexcused without a doctor's excuse.

**UNEXCUSED-** These absences are counted toward the accumulation per year. Students will not receive credit for work missed during an unexcused absence.

Examples include:

1. Parent not notifying school within 48 hours.
2. Absences in the excess of the six allowable excused absences.
3. Being truant from school . Each class missed because of truancy will count toward the ten-day
4. Being late to class twenty (20) or more minutes, but upon review of the principal or designee, it can be changed or excused.
5. Returning to school without a note or call from parent/guardian.
6. Students who bring forged notes will have their absence(s) unexcused and will be given two (2) days of In-School Suspension.
7. Absences due to being suspended from class by a classroom teacher.

If a student reaches ten (10) unexcused absences in one school year a report will be made to Child Protective Services and the Greene County Prosecutor. Parents will receive notification of absence following the fourth absence per year and the seventh absence per year. At 10 days non-certified absences in one school year parents will be notified that the report will be made.

#### **STUDENT RESPONSIBILITIES/EXCUSED ABSENCES:**

1. On the day a student is going to be absent, not pre-arranged, it is the responsibility of the home to contact the school. A parent or guardian should call the school between 8:00 a.m. and 9:00 a.m. We are required by law to know where our students are and to know why they are not in school. If a parent or guardian does not call prior to 9:00 a.m., then the student is assumed truant. Therefore, if we have not heard from the home, school personnel will make an effort to contact the parents.
2. Upon returning to school, students should go to the office and sign in prior to their first class, or they

will receive a tardy.

3. A student may make up work missed during an excused absence. However, it is the responsibility of the student to ask each teacher the day he/she returns to school as to what work is to be made up. If the absence is unexcused, any work missed may not be made up.

### **SCHOOL NURSE**

Students sent home by the school nurse before 9:00 a.m. will not be counted as excused by the nurse. Students will need a note from the doctor to get the absence certified.

If a student calls a parent to go home because they are sick and has not first been seen and approved to go home by the nurse, it will be an unexcused absence.

**1<sup>st</sup> offense:** Warning,  
**2<sup>nd</sup> offense:** One day In-School Suspension.

Each additional offense will result in one day In-School Suspension and an Extended After School Detention. Offenses accumulate throughout the school year.

All Students who have a temperature 100.0 or above will be sent home from school. Students should be kept at home until they are fever free for 24 hours without the use of medication.

### **TARDY POLICY (Per Semester)**

All students who are not in their assigned classroom at the bell are considered tardy. Punctuality to class is important for the student and the smooth functioning of each class. Being consistently tardy disrupts the classroom and will be dealt with by the following per class per semester.

**5 Tardies:** Extended After School Detention (3:10 p.m. to 5:00 p.m.) and notification sent home or conference with parent.

**7 Tardies:** 1 day of In-School Suspension and 1 day of Extended After School

**9 Tardies:** 2 days In-School Suspension and 2 Days of Extended After School Detention (3:10 p.m. to 5:00 p.m.) and notification sent home or conference with parent

**11 Tardies:** Up to 5 days Out Of School Suspension

**12 Tardies:** 5-10 days Out of School Suspension with recommendation for expulsion

Each additional tardy may result in additional disciplinary measures as determined by the building administrators.

All students who are tardy to school must report to the main office when they arrive. Students who are tardy must get an admit slip from the office before reporting to the classroom.

If a student is (20 minutes) or more late to school it becomes an absence. If the absence is excused the work missed may be made up. If the absence is unexcused, the work may not be made up; during the time the student has missed class.

## VACATIONS DURING SCHOOL ATTENDANCE DAYS

All vacations, during school attendance days, must be prearranged with school administration, parents and teachers at least five (5) school days prior to the vacation in order to arrange makeup work. Days not prearranged through the principal will be unexcused. Prearranged days are counted as days absent from school and will be counted towards the quota.

## AUDITERIA

The auditeria offers a well-balanced lunch at a reasonable price. In order to keep the auditeria clean and attractive, students should observe the following:

1. Empty all paper debris into paper containers.
2. Return all dirty dishes, trays, and utensils to the dishwashing window.
3. Keep table, seats to tables, and floor clean and free of debris.
4. Keep auditeria lines orderly; wait your turn.
5. No food may be taken from auditeria.
6. All foods and drinks are to be consumed in the auditeria. Foods or drinks prepared by class as part of the requirements of the class may be consumed inside the classroom.

A misconduct report will be issued and/or other disciplinary action taken for any violation of the above rules and regulations.

## AUTHORITY/CLASSROOM TEACHERS

Teachers have discretionary authority to establish procedures for their classroom. Students are expected to follow all rules and procedures as established by each classroom teacher. Classroom procedures may not overrule a school rule.

## AUTHORITY/PRINCIPAL

The Building Principal has broad discretionary authority to respond to, intervene, and adjust for any unauthorized or improper words, actions or dress of a student.

## BELL SCHEDULE

### 7:45 AM- Students may go to their locker

Period 1	7:55 a.m. – 8:50 a.m.
Period 2	8:54 a.m. – 9:47 a.m.
Period 3	9:51 a.m.– 10:44 a.m.
Period 4	Grades 6 & 7
Lunch A	10:44 a.m. – 11:14 a.m.
Period 4A	11:18 a.m. – 12:14 a.m.
Period 4	Grades 8 & 9
Period 4B	10:48 a.m. – 11:44 a.m.
Lunch 4B	11:14 a.m. – 11:44 a.m.
Period 4B	11:48 a.m. – 12:14 a.m.
Period 4	Grades 10, 11 & 12
Period 4C	10:48 a.m. – 11:44 a.m.
Lunch 4C	11:44 a.m. – 12:14 p.m.

Period 5	12:18 p.m. – 1:11 p.m.
Period 6	1:15 p.m. – 2:08 p.m.
Period 7	2:12 p.m. – 3:05 p.m.

## **BULLYING**

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any system, or any computer network is also prohibited.

2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student objectively hostile school environment that:

- Places the targeted student in reasonable fear of harm to the targeted student's person or property
- Has a substantially detrimental effect on the targeted student's physical or mental health
- Has the effect of substantially interfering with the targeted student's academic performance; or
- Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from services, activities, and privileges by the school

3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and is disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others students to a safe and peaceful learning environment.

4. Any student or parent who has the knowledge of conduct in violation of this rule or any student who feel he/she has been bullied in violation of this rule should immediately report the conduct to the school administrator who has responsibility for all investigations misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the school administrator. This report may be made anonymous.

5. The school administrator shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parent(s) of the bullying and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.

6. The school administrator will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student(s) and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselor will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

9. Failure by a school employee who has responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.

10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

#### LEGAL REFERENCE:

I.C. 20-33-8-0.2

I.C. 20-33-8-13.5

### **BUS CONDUCT**

Disciplinary problems will be reported to the Principal and the following disciplinary actions will be taken:

**1st Offense:** The student will be assigned a seat on the bus for a period of five (5) days. If the offense is extreme, fighting, abusive toward bus drivers, etc., it may be at the Principal's discretion to be treated as a second or third offense.

**2nd Offense:** The student will not be permitted to ride the bus for one month.

**3rd Offense:** The student will not be permitted to ride the bus for the remainder of the semester or remainder of school year.

\*\*\*At any time the bus driver has the authority to suspend a student from riding the bus after notifying the parent/guardian for one (1) day.

### **CELL PHONE POLICY /ELECTRONIC DEVICES**

Students are not allowed to have cell phones in their possession during school hours (7:55 AM – 3:05 PM). If a student brings a cell phone to school it must be kept in their locker, turned off.

**1st Offense:** Staff who witnessed violation will confiscate cell phone and contact parent/guardian to pick up from the office.

**2nd Offense:** Staff who witnessed violation will confiscate cell phone. Office will send a letter home or set up a conference with parent regarding cell phone policy. Student will have 1 day In School Suspension.

**3rd Offense:** Staff who witnessed violation will confiscate cell phone. Office will send a letter home or set up a conference with parent regarding cell phone policy. Parent will be advised that student may no longer have cell phone on school property during school hours for the remainder of the school year. Student will have 2 days In School Suspension and 1 Extended After School Detention.

**4th Offense:** Student will have 2 days of Out of School Suspension.

**5th Offense:** Student will have 10 days of Out of School Suspension with recommendation for Expulsion

### **IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE CONTENT AND DISPLAY**

The Child Abuse/Neglect Law requires school personnel to report law enforcement or child protective services wherever there is reason to believe that any person/student is involved with "child exploitation" or child pornography" as defined by Indiana Criminal Statutes.

It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes "sexual conduct" by a child under the age of eighteen (18); or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of eighteen (18).

It is "child pornography" a Class D felony under I.C. 35-45-4-4(c), for any person/student to possess a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than sixteen (1) years of age or who appears less than age of sixteen(16).

"Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

The Indiana Sex offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May, 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

### **CHEATING**

Cheating will not be tolerated at Linton-Stockton Middle School. Cheating may be interpreted as:

1. Using prepared notes while taking a test or working on an assignment.

2. Copying from another student's work.
3. Allowing another student to use your work.
4. Falsifying your work.
5. Other situations as determined by the classroom teacher.
6. A student will receive a zero on any work if cheating is determined to have occurred. If the student is sent to the office, the punishment will be as follows:

**1st Offense:** A score of zero or "F" on the assignment and the teacher will have a discussion with the student and talk to the parent(s).

**2nd Offense:** A score of zero or "F" on the assignment, up to 5 days In-School Detention, and a conference with the student's parent(s).

**3rd Offense:** An "F" will be given for the grading period and can also include up to 5 days Out of School Suspension and a conference with the student's parent(s).

## **COLLECTIONS AND DONATIONS**

Students are not allowed to take up collections or donations for any reason without permission from the principal.

## **COMPUTER/INTERNET/TECHNOLOGY USE POLICY**

This section will inform you of the policy of Linton-Stockton Middle School toward using Internet resources in the classroom. Our school sees the Internet as the medium of the future and plans to take advantage of the wealth of information and research tools that are located there.

Our Acceptable Use Policy and Use Agreement is on file in the office of the Superintendent and posted on our website in the "Administration" section. All users agree to abide by the "Acceptable Use Policy and Use Agreement" when they log onto a computer within the Linton-Stockton School Corporation.

Since the computer/Internet adds great value to the curriculum, all students will be allowed to use the Computer/Internet resources of the school unless a parent chooses to specifically deny their child permission. Therefore, unless otherwise requested in writing, the school will assume the privilege of permitting all students the use of the computer/Internet resources at school.

In general, but not limited to, the following protocols and rules are to be observed when using corporation computers:

1. Email privileges will be limited to classroom activities in which the teacher has made arrangements with the technology director about the use of email for the project. When using email for a project, the language portion of the handbook will be enforced.
2. Do not reveal your name, personal address, phone number, or password or those of students or colleagues to others via email. Do not respond to unsolicited online contact.
3. Students are not to access chat rooms, use, upload, download or distribute games, music files (unless it is part of a project), and pornographic/obscene or sexually explicit materials.
4. Access of another student or users information is prohibited, nor are students to change settings on a computer without permission.

5. Using computers for non-school related activities is prohibited.

Penalties for this infraction will accumulate throughout the student's middle school and possibly high school career.

Students at Linton-Stockton Middle School will use the Internet as a part of the modern curriculum. Students and teachers will be using the Internet for classroom presentations, as a research tool for projects, and as an e-mail resource to seek information from others. This use will be under the supervision of teachers or instructional assistants.

Since the Internet adds great value to the curriculum, all students will be allowed to use the Internet resources of the school unless a parent chooses to specifically deny their child permission. Therefore, unless otherwise requested in writing, the school will assume the privilege of permitting all students the use of the Internet resources in the classroom. Our Acceptable Use Policy is on file in the offices of the Principal and the Superintendent for your viewing.

Misuse of the Internet will not be tolerated. Penalties for this infraction will accumulate throughout the student's Middle School and possibly high school career.

**1st Offense:** Up to 2 days of Extended After School Detention and a conference with parent(s).

**2nd Offense:** Up to 2 days of Extended After School Detention and a conference with parent(s).

**3rd Offense:** Up to 2 days of Out of School Suspension and a conference with parent(s).

**4th Offense:** Up to 5 days of Out of School Suspension and a conference with parent(s).

**5th Offense:** Up to 10 days of Out of School Suspension and a conference with parent(s)

### **DETENTIONS**

All teachers are assigned to a classroom for the purpose of tutoring, counseling, or issuing make-up work and make-up exams. Students needing to make up tests, those needing special help from a teacher, or those who are requested to remain after 3:05 p.m. by a particular teacher for a specific purpose, will be dismissed no later than 4:00 p.m.

Teachers may request students to remain until 4:00 p.m. for the following reasons; make-up tests, make-up missed work, for counseling or tutoring purposes, or misbehavior. At least one day's advance notice will be given. Students who fail to report will be considered truant from that class and will be suspended from the class of the teacher making the request the following school day that the student is at school.

Should an emergency occur for the student on that day such as illness, etc., the student is to report to the teacher, and the teacher will have the option of setting another day for the student to report from 3:05 p.m. - 4:00 p.m..

Students who work and are requested to remain after 3:05 p.m., will need to make arrangements with the employer to be late on that day. Students are to remember that school work is their number one priority.

### **DISCIPLINARY ACTION**

Obedience to a properly constituted authority is an important part of citizenship training. Because of the

position he/she holds, every teacher is entitled to the respect of the pupils and obedience to reasonable rules and regulations. The teacher must see that proper respect, courtesy, and obedience are forthcoming from the pupils.

Principals in their school and teachers in their classrooms are authorized and expected to formulate and enforce reasonable rules and regulations to provide good pupil discipline and obedience.

Disciplinary action will be taken by school personnel in accordance with, and pursuant to, the Student Due Process Law.

## **DISCIPLINE AND DUE PROCESS**

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

1. Removal from class or activity: The principal or teacher may remove a student from his/her class or activity for a period of up to 5 days. The principal or teacher may remove a student from a non-classroom, graded activity, such as (but not limited to) band performances, for a period exceeding 5 school days. A suspension from a non-classroom graded activity shall be pursuant to due process appropriate under the circumstances. A student removed from a class or activity may be assigned regular or additional work to be completed in another school setting during that period.
2. Suspension From School: 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 school days.
3. 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 semester plus the following semester, with the exception of a violation of Rule 14 listed under the grounds of Suspension and Expulsion in this policy.

### **Grounds For Suspension and Expulsion**

Grounds for suspension and expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, 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 subdivision:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - 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 education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.

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. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
7. Knowingly possessing, handling, or transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision.
8. Knowingly possessing, using or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
9. Possessing, using transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
10. 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.
11. 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.
12. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
13. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and validly adopted 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. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
  - e. failing to tell the truth about any matter under investigation by school personnel;
  - f. possessing or using a laser pointer or similar device.

14. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

15. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.

16. Knowingly possessing or using on school grounds during school hours an electronic device or a cell phone in a situation not related to a school purpose or educational function.

## **EXPULSION**

An expulsion is defined as separation from school attendance or a related service for more than five (5) consecutive school days.

Before a student with disabilities can be expelled from school, the student and the student's parent must be afforded the opportunity to attend an expulsion meeting before an appointed expulsion examiner. However, prior to any expulsion meeting, the case conference committee must meet to:

1. Conduct a functional behavioral assessment and develop a behavioral intervention plan or review the plan if already in place and modify if necessary to address the behavior problem.

2. Review the student's behavior and determine whether the behavior is caused by, or is a manifestation of, the student's disability. If the committee determines there is such a causal relationship between the student's behavior and the student's disability, the student may not be expelled. If, however, the committee determines there is no causal relationship between the student's behavior and the student's disability, the parent may:

- a. request the appointment of an independent hearing officer to contest the committee's determination
- b. request an expulsion meeting
- c. waive the right to an expulsion meeting

In the event of the expulsion of a student with disabilities, the student shall continue to receive a free appropriate public education. The case conference committee shall determine the educational services that will be provided during the expulsion period and where the services will be provided.

## **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 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 asked to appear at an

expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parents to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.

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.

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 parents.

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

### **EXPULSION FOR WEAPONS OR ILLEGAL DRUGS**

If a student with disabilities either brings a weapon (including a firearm) to school or a school function or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, the principal may suspend the student in accordance with the above provision on suspension or order the placement of the student in an interim alternative educational setting.

Before the student may be placed in an interim alternative educational setting, a case conference committee meeting shall be convened as soon as possible to determine the appropriate alternative educational setting for the student. The student may be placed in the alternative educational setting for no more than 45 calendar days. The parent of the student has the right to initiate a due process hearing regarding the committee's determination, but during the pendency of any such hearing, the student shall remain in the alternative setting.

The case conference committee shall also determine whether a causal relationship exists between the student's behavior and the student's disability. If there is a causal relationship, the student cannot be expelled. If the case conference committee determines there is no causal relationship, the student may be expelled in accordance with the expulsion procedures set forth in I.C.20-8.1-5.1-13 and be subject to the expulsion periods set forth in I.C.20-8.1-5.1-10 and I.C.20-8.1-5.1-14. During any expulsion period, the student shall continue to receive a free appropriate public education as determined by the case conference committee.

LEGAL REFERENCE: 20 U.S.C.\*1415; I.C.20-8.1-5.1; 511 IAC 7-15-1; 511 IAC 7-15-2.

### **DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES**

Students with disabilities are subject to the discipline rules adopted by the board of school trustees and, therefore, may be suspended or expelled for any violation(s) of such rules. In accordance with I.C.20-8.1-5.1 and 511 IAC 7-15, administrators may take the discipline actions:

1. The above sample procedures incorporate the current definitions and procedures in Article 7 (511 IAC 7-3 et seq.) for the suspension and expulsion of students with disabilities.
2. These sample procedures should be published in the student handbook along with the student discipline rules and procedures applicable to students without disabilities.

## **SUSPENSION**

A suspension is defined as a unilateral, temporary cessation of educational or related services. A short-term removal of a student pursuant to the student's individualized education program is not a suspension. Students with disabilities may be suspended up to five (5) consecutive school days, but no more than ten (10) cumulative school days in a school year.

Before a student with disabilities can be suspended, the student must be afforded a meeting with the principal, wherein the student is entitled to:

1. A written or oral statement of the charges against the student.
2. If the student denies the charge, a summary of the evidence against the student.
3. An opportunity to explain the student's conduct.

This meeting shall precede the suspension of the student unless the nature of the misconduct requires immediate removal of the student. Notice of the suspension shall be given to the parent on the same day the decision to suspend is made.

## **DRESS CODE**

The purpose of this set of codes is threefold:

1. To set the limits of what are acceptable dress and grooming in school.
2. In recognition of the identity of the school as a place for teaching and learning, to encourage that code of dress and grooming which is conducive to establishing a climate which is conducive to such teaching and learning.
3. To reflect the concern of students, parents, teachers, and administrators with those factors of dress and grooming which may affect the education of young people in the democracy.

*Types of school dress which are prohibited during the regular school day:*

1. Anything worn, which creates a disturbance, has negative or violent message; has obscenities/vulgarity or encourages inappropriate behavior.
2. Headwear (hats, scarves, and bandannas) are prohibited inside buildings during the regular school day unless approval has been given by principal.
3. Clothing that advertises alcoholic beverages, tobacco, and/or illegal drugs.
4. Revealing fashions; i.e., extreme slit skirts, cut-outs, spaghetti straps, bare midriffs, tube tops for girls,

all see through clothing, mini-skirts, and tight fitting clothes. Point of emphasis: All tops must have sleeves and reach below the waist of the pant or other clothing so during the normal course of stretching, bending, kneeling, or sitting the body stays covered. and cleavage must be covered.

5. Undergarments worn as outerwear.
6. Skirts, dresses, shorts, slacks, or clothing that is a disruption to the educational process will not be allowed. Point of emphasis: The bottom of the skirts, dresses, and shorts must touch the student's knees. Yoga or leggings may only be worn with a long shirt/top that covers the student's bottom. Without such shirt/top yoga or leggings will not be allowed.
7. Footwear not intended for out of home, i.e. Bedroom slippers
8. Other than the ears, one visible body piercing may be worn.
9. Sunglasses during school hours. Prescription glasses from an optometrist are exempted.
10. Clothing, jewelry, or hair style which creates a disturbance, interferes with the learning environment, or expresses and/or implies obscenities or vulgarity. This includes clothing that mimics jail or institutional attire, have offensive gestures, provocative slogans, or can be misconstrued as offensive, including a phrase that could have a risqué or suggestive meaning.
11. Apparel or ornaments that can be used as a weapon or when pulled upon by another student could cause physical harm.
12. Mesh shirts unless a shirt is worn underneath.
13. Fashions that do not adequately cover the body. Point of emphasis: All blouses, t-shirts, or shirts must cover the body in such a way that when the student, in the normal course of stretching, bending, kneeling, or sitting the body stays covered.
14. Pants or other forms of dress whose waistline does not reach above the hips: pants that excessively drag behind the student.
15. No holes in skirts, dresses, pants, shorts etc. which expose any skin above the knee.

*At the request of the Principal or Designee, a student may be asked to make a change of clothing.*

For the safety of the students, certain classes may require certain types of clothing. In those situations, the student will be required to follow instructions; i.e., shop classes, science lab classes, physical education classes.

Certain types of plays, skits, and special programs may require certain types of clothing. In those situations, the students will be required to follow instructions of the sponsors and/or the principal.

Violations to any of the above will result in one of the following disciplinary actions:

1. The student will make the appropriate change to meet the regulation and a warning will be placed in the student's discipline file. Use of class time will be unexcused.
2. Up to 3 days In-School Suspension.

3. Up to 5 days Out of School Suspension.
4. Additional Offenses – Up to 5-10 days Out of School Suspension with the recommendation of expulsion

### **DROPPING OUT OF SCHOOL (STUDENTS UNDER 18)**

According to House Enrolled Act 1347, a student younger than 18 years of age may only receive permission to drop out of school for medical reasons, financial reasons, or with the permission of a court. Therefore, written documentation of one or more of these areas must be presented to the principal by the student and the parent or legal guardian when requesting to drop out of school.

### **DRUG TESTING PROGRAM**

The Board of School Trustees of the Linton-Stockton School Corporation recognizes that the misuse of drugs/alcohol/tobacco is a serious problem with legal, physical, and social implications for the entire community. As the educational institution of this community, the school should strive to prevent substance abuse and help substance abuse users with education, rather than punitive means.

Indiana Code 20-8.1-7 sets out health measures to be governed by school officials. Most specifically, IC 20-8.1-72 establishes the responsibility of school to assist children found to be ill in need of treatment.

Linton-Stockton School Corporation prohibits the use, possession, concealment, handling, or distribution of any drug paraphernalia at any time on school property or any school related event. It further establishes a drug-free zone within 1000 feet of any school property used by the corporation for educational purposes.

This program does not affect current policies, practices or rights of the Linton-Stockton School Corporation regarding drug/alcohol/tobacco use, where there is reasonable suspicion by means other than drug testing through this policy.

#### **PURPOSE**

The purpose of this program is:

1. Intended as an integral component of the overall physical and mental educational program of Linton-Stockton Middle School.
2. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use drugs detrimental to their health.
3. To provide a medical diagnostic aid to disclose possible drug related problems and to provide opportunities for early assessment.
4. To prevent students from participating in activities, parking on school property, taking drivers education while he/she has drug residues in his/her body.

## SCOPE OF PROGRAM

The testing policy of Linton-Stockton Middle School will include the following two groups:

### (1) RANDOM TESTING and (2) INDIVIDUALIZED “REASONABLE SUSPICION” TESTING

1. Random Testing will be used for students who:

- a. Are involved in athletics and/or any school sponsored extracurricular activity.
- b. Drive to school and/or enroll in driver education.
- c. Are under 18 and a parent or guardian elects to enroll them in the program and/or any student who VOLUNTEERS to be included in the program.

### (2) INDIVIDUALIZED “REASONABLE SUSPICION” TESTING will be used for students who:

1. Exhibits a “REASONABLE SUSPICION” of Drug/Alcohol use. Students who use or abuse drugs and/or alcohol often exhibit negative behaviors and/or display other indicators of drug or alcohol use. These indicators can include, but are not limited to, the following: mood swings, aggressive or lethargic behavior, fighting, risk-taking behavior, paranoia, bragging or talking to other students about drug and/or alcohol use, psychosis, loss of interest in school and favorite activities, drastic change in dress, declining grades, poor grooming, rapid weight loss, truancy or excessive tardiness and/or absence, isolation from friends and family, depression, or withdrawal. Such students are at higher risk relative to academic performance and social interaction

2. DEFINITION OF “REASONABLE SUSPICION” as used in this policy, “reasonable suspicion” relies upon and includes but is not limited to: observation of negative behaviors and actions based upon the aforementioned indicators of a problem; specific observation of inappropriate or unusual behavior; body odors or speech of a student; information received from staff members, parents, students, school employees or detection devices/services; the past record of a student in connection with the above listed factors; and/or an accident involving a motor vehicle before, during, or after school hours, at school, or at a school function.

3. The administration reserves the right to test a student, at any time, based upon “reasonable suspicion” of drug and/or alcohol use. A refusal to submit to a drug/alcohol screening test by a student under reasonable suspicion or random drug testing will be considered the same as if one had tested positive for drug/alcohol use.

4. The administration will document the indicators and provide a copy to the students and parents.

## TESTING PROCEDURES

1. The selection of students randomly tested and the actual testing will be carried out by Mid-West Toxicology in compliance with all federal statutes concerning random drug testing.

## CONSEQUENCES

These occurrences listed below are cumulative over the entire years:

- Of the student’s Middle School tenure at Linton-Stockton.
- These consequences are not solely within one school year.

- The consequences then accumulate over the entire tenure as a student of Linton-Stockton High School.

#### CONFIDENTIALITY

Under the drug testing program, any staff, coach, or sponsor of Linton-Stockton Middle School who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation.

#### OTHER RULES

Apart from this drug testing program, Linton-Stockton Middle School athletic teams and the coaching staff have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will also be subject to the consequences as defined in those rules and requirements.

#### CONSENT

The Linton-Stockton Middle School Drug Testing and Education policy is a part of the student handbook and has been approved by the Board of School Trustees. Indiana state law requires that we ask you to acknowledge in writing that you have reviewed a copy of the student handbook, which contains school policies. By allowing a student to attend Linton-Stockton Middle School, the parent consents to all school Policies contained in the Student Handbook. Failure to sign or return the form does not affect the student's responsibility to act in accordance with the policies in the handbook.

### **ALCOHOL /DRUGS CONSEQUENCES FOR VIOLATING THE DRUG POLICY**

#### First Occurrence

1. Parents will be notified in writing of the results of the test. If the test is positive, the administration will meet with the student and parent to discuss the results and consequences. If the test is positive, the student will not be allowed to participate in any school-related activity; athletics, extra-curricular activities, driver education, after school activity, or park on school grounds until a retest shows negative results. If the test result is positive, the student will be periodically retested for the remainder of the school year with the first retest being administered after there has been sufficient time for the illegal substance to leave the student's system, but no sooner than 10 days.
2. If the student tests positive, the parents will be provided with information about counseling and drug education programs.
3. Any student testing positive will be subject to the regulations governing any sport or activity in which they participate or in any organization to which they belong.
4. If a student tests positive, the parents will be provided with information about counseling and drug education programs with the School Resource Officer.
5. If a student is placed in the SOS program or similar program approved by the Linton-Stockton School Corporation, the student is responsible for transportation and all costs of the program. Failure to enroll and attend will result in suspension or expulsion from school.

6. If a student is on probation, the Probation Department will be informed if a student tests positive.
7. The student may be suspended from school.

#### Second Occurrence

1. The student will not be allowed to participate in athletics, school clubs, attend any after school activity, participate in any extracurricular activity, be enrolled in driver education, or drive to school for one calendar year from the date of the second positive test. At the end of this period, the student must retest with negative results before he/she may participate in any of the aforementioned activities.
  - a. The student will be placed in the SOS program for a period of up to ten school days.
  - b. The student will be placed in the SOS program for a period up to ten school days.
  - c. The student must agree to a drug intervention assessment interview or the student may be placed in the SOS program for an extended period.
  - d. The student may be suspended from school.

#### Third Occurrence

1. If a student tests positive a third time, he/she will not be allowed to participate in athletics, school clubs, attend after school activities, participate in extracurricular activities, been rolled in driver education, or drive to school for the remainder of his/her tenure at Linton-Stockton Middle School.
2. The student must attend a recognized drug awareness/rehabilitation program. The cost for the program will be the student's responsibility. If the student does not attend the program, he/she will be placed in the SOS program until the program has been completed.
3. The student may be expelled from school.

#### OTHER CONSEQUENCES

A student will be subject to the retest policy if there is:

1. Notification to a school official by verified police report or court action.
2. Self-admission of a violation by the student or the student's parent or guardian.

### **EXIT INTERVIEW PROCESS FOR HOMESCHOOL STUDENTS AND STUDENTS THAT WANT TO WITHDRAW FROM SCHOOL**

Parents that want to transfer their child to a home school and/or students that are eighteen (18) years of age or older and want to withdraw from school must adhere to the following procedure.

1. Meet with the building principal.
2. Complete the required forms for the Linton-Stockton School Corporation and the State of Indiana.
3. Return all books and materials.

## **EXTRA-CURRICULAR SCHOLASTIC GUIDELINES**

A student must meet the scholastic standards in order to participate in any extracurricular activity. Students must receive passing grades at the end of their last grading period in school in 75% of subjects. Semester grades take precedence over nine week grades. All students begin each school year with full eligibility.

This requirement applies to all students who participate in any or all of the extra-curricular activities listed in Appendix B of the Classroom Teachers Association contract with the Linton-Stockton School Corporation.

### **ADDITIONAL POINTS OF CLARIFICATION**

1. Eligibility and ineligibility occurs on the prearranged certification date with the Indiana High School Athletic Association. If a student is ineligible, then he/she cannot participate until he/she regains eligibility at the next certification date.
2. Each sponsor/head coach is responsible for checking student member eligibility and notifying students of their eligibility status. This will be done in a manner that insures proper student participation.
3. Each sponsor/head coach is responsible for structuring assistance to students in meeting the eligibility requirements.
4. Each building level principal is responsible to see that the guidelines are followed.

## **FALSE ALARMS**

Students guilty of sounding the fire alarm, the tornado alarm, calling 911, or calling in a bomb threat, will be suspended from school for 10 days with the recommendation of expulsion for the remainder of the semester and/or school year.

## **FAILURE TO BRING MATERIALS TO CLASS & LEAVING CLASSROOM**

Textbook  
Pencils  
Chromebook  
Other required materials

The following materials are not allowed in the school without classroom supervision: Adhesives, Tacks, Scissors, or other devices used for cutting

The following penalties will apply for violations per class/per semester.

- 3 Violations: 1 day After School Detention (3:10 p.m. to 5:00 p.m.) And notify parent.
- 5 Violations: 2 days After School Detention (3:10 p.m. to 5:00 p.m.) And notify home or parent conference.
- 7 Violations: 2 days In-School Suspension and notify home or parent conference.
- 9 Violations: 2 days In-School Suspension and notify home or parent conference.

Each additional Violation may result in additional disciplinary measures as determined by the buildings administrator.

## FIRE AND DISASTER

Fire and disaster drills are held throughout the school year. Detailed instructions will be discussed with students by the teachers. Also, instructions are posted in each classroom. Nine fire drills will be held throughout the year.

## GRADING

The following grading system will be used by all teachers in all Linton-Stockton Middle School courses. The scales below will be used to determine Nine weeks grades, semester examination grades, and semester grades. There is no rounding up for grades.

	Percentages	Point Values on the 4.000 Scale
A	100-92	4.000
A-	90-91	3.667
B+	88-89	3.333
B	82-87	3.000
B-	80-81	2.667
C+	78-79	2.333
C	72-77	2.000
C-	70-71	1.667
D+	68-69	1.333
D	62-67	1.000
D-	60-61	0.667
F	59 and Below	0.000

The semester grade is a cumulative grade. In order for a student to earn credit for the course, he/she must:

1. Pass two of three grades for the semester. (Two 9- week grades and the semester examination)  
AND
2. Earn the point value of at least a D- on the following grade range:

### Semester Grade Range

A	4.000 - 3.834
A-	3.833 - 3.500
B+	3.499 - 3.167
B	3.166 - 2.834
B-	2.833 - 2.500
C+	2.499 - 2.167
C	2.166 - 1.834
C-	1.833 - 1.500
D+	1.499 - 1.167
D	1.166 - 0.834
D-	0.833 - 0.500
F	Less than 0.500

Semester grades are determined in the following manner:

1. Determine the point values for the two 9-week grades and the semester examination by using the

4.00 Point Value Scale.

2. Multiply the 9-week grades' point values by two (2) and add them to the point value of the semester examination.

3. Divide the total by five (5).

4. Determine the grade by using the Semester Grade Range.

### **GRADING OF INCOMPLETE WORK**

With cases in which students have not completed work during a grading period, a grade of incomplete (I) may be given. If this work is not completed in five school days after the grading period ends, the grade automatically becomes an "F". The student bears the responsibility of arranging the completion of this work.

### **HABITUAL STUDENT MISBEHAVIOR**

Disruptive Behavior

A teacher may assign detention or other logical consequences for any of the above offenses. Discipline notices may be written to the office after attempted parent contact has been made for a discipline problem. If a student is substantially disruptive to a class, then the student will be sent to the office for suspension from that class for the day. The appropriate consequence will be administered.

1st Notice	1 Day In-School Suspension
2nd Notice	1 Day In-School Suspension
3rd Notice	2 Days In-School Suspension
4th Notice	2 Days In-School Suspension
5th Notice	3 Days In-School Suspension
6th Notice	1 Day Suspension from school
7th Notice	2 Days Suspension from school
8th Notice	3 Days Suspension from school
9th Notice	4 Days Suspension from school
10th Notice	10 Days Suspension from school with Recommendation for expulsion

### **HALLWAYS AND PASSING PERIODS BEHAVIOR**

Each class period has a four-minute passing period between classes. Students are to use this time for getting to the next class and any physical necessity that needs attended. During passing periods, students are to refrain from making loud noises or creating any disturbances. This includes, but is not limited to, running, whistling, loud talking, boisterousness, and similar forms of disorder in the building and will not be tolerated. In extreme cases of hallway misconduct, the infraction may be treated as a 3<sup>rd</sup> offense.

Teachers will issue a misconduct report to any violations of said policy and the following disciplinary action will be taken:

Note: Backpacks, purses, bulky coats and handbags are not allowed in the classroom for periods one through six. However, students may take these items to period seven. These items are to be kept in students' lockers during the day.

**1<sup>st</sup> Offense:** Warning with note placed on student discipline record.

**2<sup>nd</sup> Offense:** 1 day of Extended After School Detention.

**3<sup>rd</sup> Offense:** Up to 5 days in In-School Suspension.

**4<sup>th</sup> Offense:** Up to 10 days of Out of School Suspension with the recommendation of Expulsion.

## **HIGH ABILITY PROGRAMS AND SERVICES**

Refer to school website or school office.

## **HOMEWORK**

Homework is listed daily on the school's Harmony Software or Google Classroom.

## **HONOR ROLL**

To be listed on the Honor Roll, a student must not receive a grade lower than a B- in any subject. There will be two Honor Rolls posted each grade period:

1. Straight A Honor Roll
2. Regular Honor Roll

## **IN-SCHOOL SUSPENSION**

In-School Suspension is a discipline alternative for the student who would otherwise be suspended or expelled. The program requires the student to attend In-School Suspension from 7:55 AM to 3:05 PM. Students must report to assigned room by 7:55 AM. Students are required to bring their own books, pencils, paper, planner and other needed materials. All work will be turned in at the end of the day. Students will be awake and alert, and working on school related materials at all times. Students will be permitted to eat only during the assigned lunch period. If all the assigned work is completed, the student will ask the supervisor for additional work.

If a student does not follow the rules or misbehaves in the In-School Suspension room the following penalties will occur:

First misbehavior: The student's homework will not count.

Second misbehavior: The student will receive up to five (5) days of Out of School Suspension.

When a student receives a total of five (5) In-School days, the next discipline the student receives will result in 3-5 days of Out of School Suspension. When a student receives another discipline referral after that Out of School Suspension, the student will receive 5-10 days of Out of School Suspension and recommendation for expulsion.

## **LICE**

To control and eliminate head lice infestation, while ensuring that parents/guardians have an adequate amount of time to clean the child's head and the house without accumulating unexcused absences.

Parents are responsible for checking their own child's head for lice periodically. The school nurse or designated staff will check students referred by staff members including siblings and friends, as appropriate.

Parent/Guardian of the students identified with live head lice, along with any affected siblings, will be notified to pick up their child immediately. This day, and up to two more consecutive days, will be counted as certified absences. Only one incident per semester will be certified. If the parent observes live lice during these three consecutive days, they may call the school and report that their child still has head lice. This will count toward the three certified days as previously mentioned. When returning to school, Parent/Guardian is responsible for transporting students to school to be checked by school nurse determining if student is free of live lice. Students must be checked two or more consecutive days for any remaining infestation and found free before permitted to ride the bus to school.

### **LOCKER SEARCH POLICY**

Lockers are assigned at the beginning of the school year by the office. Students must keep the following items secured in their own lockers if worn or brought to school (but is not limited to): cell phones and other electronic devices, backpacks, book bags, coats and jackets (which include items that are intended for outdoor use or wear). According to law, lockers may be opened by administrators at any time that is considered necessary

Do not paint or place decals or other foreign substances on the lockers.

All lockers made available for student use on school premises, including but not limited to lockers located in the hallways, physical education and athletic dressing rooms, musical, industrial and agricultural education classrooms, are the property of the Linton-Stockton School Corporation. Lockers are made available for student use in storing school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause an interference with school purposes or 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, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol. Students may not share locker

### **INSPECTION OF INDIVIDUAL LOCKER**

1. The inspection of a particular student's locker or desk will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker or desk to be inspected contains 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.

2. Before a particular student's locker or desk is inspected, the student, if present on school premises, may, where possible, be contacted and given the opportunity to be present during the conduct of the inspection. There may be circumstances which require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker or desk has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as possible thereafter.

**Student Material:** When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or desk or intruding unnecessarily into any student's written material located in the locker or desk.

**Disposal of Confiscated Contraband:** All contraband confiscated from lockers and desks may be disposed of by the principal or his designee as he or she deems appropriate, including, but not limited to

(a) return to the proper owner or place; (b) use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension under IC 20-8.15-4; (c) delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or (d) destruction.

### **INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS**

The principal or superintendent may request law enforcement officials to assist the school administrators in inspecting lockers and desks or their content for purposes of enforcing school policies only if such assistance is required: (a) to identify substances which may be found in the lockers and desks; or (b) to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers or desks.

If a law enforcement official requests to inspect a student's locker, desk or its contents, the principal shall require the production of a search warrant before allowing such official to inspect. School administrators shall not make an inspection of a locker or desk or its contents on behalf or in the place of law enforcement officials.

Locker and Desk Cleaning/Repair: Nothing in these rules shall affect members of the custodial staff who, at the direction of the principal, clean and/or repair (a) lockers and desks from time to time in accordance with a general housekeeping schedule or (b) the locker or desk of a student no longer enrolled in the school.

Lock or Locker Tampering: Students who tamper with, or open another student's lock or locker without permission may suffer the penalties for vandalism, theft or both.

### **MEDICATION**

Routine prescription medications will be dispensed by nurse during the student's lunch period. Any other medication should be turned into the Middle School office.

Any other medication (Non-prescription drugs) brought to school must be turned into the Middle School office. A note from the parent/guardian must accompany all medications. This note must list the time of day and amount of medication to be given. Medication must be consumed in the presence of an adult. Students having to leave a classroom to take medication must have permission from the office to do so. Students are not allowed to give medication to other students and students are not allowed to accept or consume medication given to them by other students. Students who violate the medication policy will be subject to after school detention, suspension, or possible expulsion from school.

### **PERMANENT RECORDS**

Each student has a permanent record which contains a record of the grades and test scores for the entire twelve years of school. The permanent record is considered highly confidential. The permanent record is a valuable tool in guiding and counseling the student.

### **PESTICIDES**

Periodically, Linton-Stockton Schools apply pesticides to areas inside the buildings as well as to the outside property. Links to the product labels and MSD sheets will be provided at the administration building.

If you would like to be notified of such applications due to health concerns, you may request a pesticide

notification form from your school's office. Once the form is returned to the building secretary you will receive a call from the corporation at least forty-eight (48) hours prior to the date and time the pesticide application is to occur. In case of emergency pesticide applications because of immediate threat to the public health, the school shall give notice as soon as possible.

### **POSSESSION OF A FIREARM-POSSESSION OF A DEADLY WEAPON**

1. No student shall possess, handle or transmit any firearm on school property.
2. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
  - any weapon which 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 any similar device; any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant,
  - and which 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 a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.
3. The penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
4. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
5. No student shall possess, handle, or transmit any deadly weapon on school property.
6. The following devices are considered to be deadly weapons as defined in I.C.35-41-1-8:
  - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
  - an animal readily capable of causing serious bodily injury and in the commission or attempted commission of a crime.
7. The penalty for possession of a deadly weapon: suspension up to 10 days and expulsion from school

for a period of up to one calendar year.

8. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

The grounds for suspension and expulsion listed above 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.

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, the student will be provided with an opportunity to explain his/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.

Following the suspension, the parents or guardians of the suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

### **PROMOTION POLICY**

To pass the 6th grade, students must accumulate 38 credit points.

To pass the 7th or 8th grade, students must accumulate 44 credit points.

In addition:

- All students must accumulate a minimum of 6 credit points in Math, Language Arts, Science and Social Studies each, with a total of 28 credit points in these subjects total.
- Two credit points will be earned for a 9 weeks passing grade on the student's report card.
- One credit point will be earned for a final exam passing grade on the student's report card.

## **PROPER SCHOOL LANGUAGE**

Spoken, written, or gestured obscene and/or profane language is forbidden at Linton-Stockton Middle School. Use of language that is obscene and/or profane will result in disciplinary action.

1st Offense	1 day In-School Suspension
2nd Offense	3 days In-School Suspension
3rd Offense	3 days suspension from school
4th Offense	5 days suspension from school
5th Offense	10 days suspension from school with a recommendation for expulsion

### **Unacceptable Language Toward a Corporation Employee:**

1st Offense	3 days suspension from school
2nd Offense	5 days suspension from school
3rd Offense	10 days suspension from school with a recommendation for expulsion

## **RELEASE OF NAMES AND/OR ADDRESSES**

Unless otherwise requested in writing, the school will assume the privilege of releasing student names, pictures, and/or work for publication. Names of parents and phone numbers will be released to parent club committee members/officers for personal contact regarding club matters. Any parents not wishing to have their names released should submit a statement in writing to the building principal.

## **RESTROOMS ARE NOT "SICK ROOMS"**

A common excuse for missing class is that, "I was in the restroom sick." This excuse is not acceptable. If you are ill and must go to the restroom, ask a friend or other student to notify the office immediately. Notifying the office after you have missed a class will result in the absence being unexcused.

## **REQUIREMENTS TO HOLD OFFICES**

Students running for Class/Student Council Office must have a "C" average or better for the previous semester. If this average is not maintained during the year, the officer will be declared ineligible, and that office will remain vacant for the remainder of the year.

## **RIGHTS AND PRIVACY**

In 1973, the Congress passed the Family Educational Rights and Privacy Act. The law gives students, if they are "an eligible student", or their parent or guardian, certain rights regarding their education records. An eligible student is one who has reached the age of 18 or is attending any school after graduation from high school.

The law requires that schools receiving federal funds must:

1. Allow the parent or eligible student to receive and inspect the student's record. This rule does not apply to records made and kept by one person, such as psychologist or social worker, which are not shared with anyone but a substitute for that person.
2. Give the parent or eligible student a chance to challenge the records in a hearing to make sure that they are not misleading or inaccurate.

3. Obtain written permission from the parent or eligible student before revealing the records to other persons.
4. Notify parents or eligible students of their rights under this law.

There are some exceptions to Rule Number 3 above. School personnel may show or turn over records without permission to:

1. Other officials of the same school.
2. Officials of other schools in which the student seeks or intends to enroll.
3. Certain Federal, State, and local authorities performing functions authorized by law.
4. Individuals or organizations in connection with a student's application for or receiving financial aid.
5. Court of law enforcement officials, if the school is given a subpoena or court order. Also, in an emergency, the school may turn over records if failure to do so would probably result in a threat to your health or safety or that of others.

### **SCHOOL CLOSING**

During inclement weather, reports of school closing due to ice, snow, or other hazardous conditions will be given on School Messenger, WBTO radio and WTHI, WTWO television (Channel 10 & 2) stations. Do not call school personnel concerning such matters.

### **SEARCH AND SEIZURE, PROCEDURE, USE OF EVIDENCE**

1. As used in this section, "reasonable cause for a search" means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
  - a. Evidence of a violation of the student conduct standards contained in the student handbook;
  - b. Anything which because of its presence presents an immediate danger of physical harm or illness to any person.
2. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance and search pursuant to this section. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.
  - a. The principal, or a member of the administrative staff designated in writing by the principal, may search a locker and its contents where the person conducting the search or the principal designating the person to search has reasonable cause for a search of the locker searched. Where the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student may be notified prior to the search, and given the option to be present at the search.
  - b. The principal, or another member of the administrative staff or a teacher may search a desk or

any other storage area on school premises other than a locker when the person conducting the search has a reasonable cause for a search.

c. The principal, or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to:

- Searches of the pockets of the student.
- Any object in the possession of the student such as a purse or briefcase, and/or
- A "pat down" of the exterior of the student's clothing.

Searches of the person of a student which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer in accordance with subsection G of this section. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student to be searched. At the request of the student to be searched, an additional person of the same sex as the student designated by the student and then reasonably available on school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

3. The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow search of the motor vehicle when there is reasonable cause for a search of that motor vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal or a member of the administrative staff designated in writing by the principal may request a law enforcement officer to search a motor vehicle on school premises subject to subsection G of this section.

4. Anything in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained in the student handbook may be:

- a. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing.
- b. Returned to the parent or guardian of the student from whom it was seized.
- c. Destroyed if it has no significant value, or
- d. Turned over to any law enforcement officer in accordance with subsection G.

5. Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger of physical harm or illness to any person may be seized and returned to the parent or guardian of the student from whom it was seized, destroyed, or turned over to any law enforcement officer in accordance with subsection.

6. The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:

- a. Search any area of the school premises, and student, or any motor vehicle on school premises.

- b. Identify or dispose of anything found in the course of a search conducted in accordance with this section.

Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

### **SECURITY**

Any individual entering the building during the school day must register at the Middle School office and receive a visitor's pass. Any individual attending a school function will be expected to use appropriate language and behavior. No violent behavior will be tolerated.

### **SELLING**

Students are not allowed to sell any ticket and/or merchandise of any type without permission being granted by the principal.

### **SIGNS AND POSTERS**

Signs and posters may not be displayed in the main building or anywhere on school grounds without approval from the office. Do not place posters above lockers or on painted walls or on any other windows. All approved signs and posters must be removed by the end of the last day the announcement is valid. Do not paint or place decals or other foreign substances on the lockers.

### **STRIKING A FACULTY OR STAFF MEMBER**

Any student who strikes a faculty or staff member will be suspended from school for ten days and recommended for expulsion for the remainder of the current school year.

### **STRIKING ANOTHER STUDENT WHILE ON SCHOOL GROUNDS, ON A SCHOOL BUS, OR AT ANY SCHOOL RELATED ACTIVITY**

Any student who physically strikes another student will face the following punishment, according to the force, malicious intent, and injury involved:

- 1st Offense - 1 to 5 Days Suspension from school
- 2nd Offense - 5 to 10 Days Suspension from school
- 3rd Offense - 10 Days Suspension from school with a recommendation for expulsion from school.

### **STUDENT COURTSHIPS**

Students are expected to use good judgment and good taste in their affectionate expressions in school. Physical contact such as, but not limited to: kissing, hugging, embraces and hand holding, etc., on the school grounds during the regular school day are not allowed.

- 1st Offense: Warning with a written note of the offense placed in the student's discipline file.  
Serious offenses may be treated up to a 5th offense.
- 2nd Offense: Up to two days After School Detention
- 3rd Offense: Up to 3 days In-School Suspension
- 4th Offense: Up to 5 days Out of School Suspension
- 5th Offense: 5-10 days Out of School Suspension with recommendation of expulsion.

## **STUDENT GROUPS**

Believing that Linton-Stockton Middle School needs organizations to encourage student government, student responsibility, leadership and school pride, the following groups are chosen each year:

Cheerleaders  
Jr. Miner Kadets  
FFA  
Miner Monarchs  
Student Council  
Teen Press  
Yearbook

## **STUDENT INSURANCE**

The school district does not provide any type of health or accident insurance for injuries incurred by your child at school. Insurance coverage is available for purchase through Student Assurance Services and information will be given to the student the first day of school.

## **STUDENT'S DUE PROCESS CODE**

Enacted and amended by the General Assembly of Indiana, outlines in detail the procedures to be followed when a student is disciplined by Expulsion or Suspension. So that the rights of the student concerned are protected, copies of the law are on file in the offices of the Linton-Stockton Middle School Principal and are available to the students upon request.

Suspension - limited to a maximum of ten (10) days for each offense

Expulsion - in excess of ten (10) days

Exclusion - Excluded from school:

1. The student has a dangerous communicable disease transmissible through normal school contacts.
2. Removal is necessary to restore order or
3. Protect persons of school property.
4. Student is mentally or physically unfit for school purposes

## **STUDENT MISBEHAVIOR WITH SUBSTITUTE TEACHERS, STUDENT TEACHERS & CLASSROOM ASSISTANTS**

Students will follow all school and classroom rules when a substitute teacher, student teachers and classroom assistants is present. It is expected that all student will treat substitutes with respect. Substantial misconduct will be sent to the principal immediately. Otherwise, the regular classroom teacher will review the discipline notice before submitting it to the principal.

## **STUDENT PASSES**

Passes are required of all students who are in the hallway during class time. Students are not to be in the halls unless the office, guidance counselor, or a teacher has issued a pass. Students are not to use the telephone during class time except in cases of emergency, and the calls must be made at the principal's office.

Students who misuse passes will be given the following discipline:

- 1st Offense      1 Day In-School Suspension
- 2nd Offense      3 Days In-School Suspension
- 3rd Offense      3 Days Suspension from school.
- 4th Offense      10 days Suspension with recommendation for expulsion.

### **SUSPENSION, EXPULSION, AND EXCLUSION AS PERTAINING TO ATTENDANCE AND EVENTS**

Students who are suspended, expelled or excluded from school are not permitted on school property during the regular school day. This does include lunch. Additionally, any students who are suspended, expelled or excluded from school are not permitted to participate in any school-sponsored activities. This also applies to all extracurricular and co-curricular events. Students who violate this rule will be suspended for up to ten school days and may be recommended for expulsion. Teachers will count the absences as unexcused and students may not make up any work missed including tests. If students are suspended, expelled, or excluded from school for a Friday or any day before a weekend or a school break, the suspension, expulsion, or exclusion does carry over to the next school day. For example, if a student is suspended, expelled, or excluded from school on a Friday and the next school day is Monday, then the suspension, expulsion, or exclusion will include any and all activities on Saturday and Sunday.

#### **SUSPENSION FROM CLASS**

Teachers have the authority to suspend a student from class for one (1) class period at a time with a limit of no more than 5 periods. This may be done more than one (1) time.

#### **SUSPENSION FROM SCHOOL AND PARTICIPATION IN SCHOOL ACTIVITIES**

If a student is suspended from school, they may not attend or participate in any school activity that day. If the suspension is for Friday, it will include activities on Saturday.

#### **THEFT**

Theft of school property (anytime) or property of another person during normal school days or at school-sponsored activities will not be tolerated. The punishment will be as follows:

Suspension from school up to ten days. Recommendation will be made for expulsion for the remainder of the semester if:

- (1) school- or teacher-owned property is involved or
- (2) the second offense involves student property.

(Persons stealing property are also subject to prosecution under the law.)

#### **THREATENING A FACULTY, STAFF MEMBER**

Any student who physically or verbally threatens any faculty or staff members will face suspension proceedings for one to ten days with the possible recommendation of expulsions for the remainder of the semester or school year.

## **THREATENING OR INTIMIDATING ANOTHER STUDENT**

Any student who physically or verbally threatens another student will face the following penalties:

- 1st Offense**     Three Days In-School Suspension or one day out of school suspension if situation warrants
- 2nd Offense**     2 days Suspension from school
- 3rd Offense**     3 days Suspension from school
- 4th Offense**     5 days Suspension from school
- 5th Offense**     10 days Suspension from school with a recommendation for Expulsion.

## **TOBACCO**

The possession or use of tobacco and tobacco products is not permitted on school grounds during the regular school day and school sponsored activities or in the buildings and school buses at any time. If a student is in possession of tobacco and is under the age of eighteen (18) the local police will be contacted and a ticket will be issued in addition to the school penalties. The school penalties are as follows:

- 1st Offense     3 days in In-School Suspension
- 2nd Offense     5 days in In-School Suspension
- 3rd Offense     3-5 days Out of school Suspension
- 4th Offense     5-10 days Out of school suspension from school and recommendation for Expulsion

First and any Tobacco Occurrence:

The parents and/or guardian along with participant's coach/sponsor will be notified.

## **TRUANCY**

When a student is absent from school without the knowledge and consent of the parents/guardians:

- 1st Offense     2-days In-School Suspension
- 2nd Offense     3-days In-School Suspension
- 3rd Offense     3-5 days Out of school suspension, plus the Greene County Probation Department will be notified.
- 4th Offense     5-10 days Out of school suspension with the recommendation of expulsion, plus the Bureau of Motor Vehicles for the State of Indiana will be notified.

## **VENDING MACHINES**

Vending machines in the school buildings and their products will be for student use before 8:00 a.m., during lunch and after 3:05 p.m. Students are not to take beverages, candy or food from the Auditoria or annex at any time during the school day.

## **VISITORS**

Visitors are not allowed unless permission is granted by the Principal. School visitors shall report to the administrative offices before going to other parts of the building. We welcome parents and patrons of the school district. Visitors will be permitted to visit a specific person and classes only with special permission from the office.

**Section 504 (Non-Discrimination for the Handicapped)**

Contact: Lisa Hollingsworth  
801 N.E. 1<sup>st</sup> Street  
Linton, Indiana 47441-9645  
(812) 847- 6022

**Civil Rights**

Contact: Linton-Stockton School Corporation Superintendent  
801 N.E. First Street  
Linton, Indiana 47441-1199  
(812) 847-6020

**Title IX (Non-Discrimination/Sexual Harassment)**

Contact: Linton-Stockton School Corporation Superintendent  
801 N.E. First Street  
Linton, Indiana 47441-1199  
(812) 847-6020

**A.D.A. (Americans with Disabilities Act)**

Contact: Linton-Stockton School Corporation Superintendent  
801 N.E. First Street  
Linton, Indiana 47441-1199  
(812) 847-6020

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It is the policy of the Linton-Stockton School Corporation's Board of Education not to discriminate in its operation of education programs and activities nor against any student, employee or potential student or employee, on the basis of sex, race, color, natural origin (including limited English proficiency), age, or handicap, per Section 504 of the Rehabilitation Act of 1973 as amended.