

**HIGHLAND MIDDLE SCHOOL  
PARENT/STUDENT  
HANDBOOK  
2021-2022**

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**Highland Middle School**

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## **STOH Parent/Student Handbooks 2021-2022**

These are unprecedented times with no concrete answers or universal playbook. The School Town of Highland (STOH) has been working with the Indiana Department of Education and the State and Lake County Health Departments to develop ongoing plans and protocols that prioritize the health and safety of our students and employees.

The Governor has issued various waivers and extensions of school-related statutes and regulations and could very likely issue additional ones as the pandemic continues. Sometimes these may be in conflict with our district and/or school policies and procedures as set forth in our Parent/Student Handbooks. Please be aware that policies and procedures in the handbooks may change due to guidance from federal and state agencies pertaining to public health emergencies. Also, when the District School Reopening Framework guidelines do not align with the Parent/Student Handbooks, the Reopening Framework takes precedence. Please be aware that the Reopening Framework is a fluid document that will change based on the status of our community in relationship to Covid-19 and other health concerns.

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## **Philosophy of Highland Middle School**

We believe in the worth of the individual and recognize our responsibility to help each individual to develop their physical, intellectual, and creative capacities as fully as possible.

Realizing the vastly different maturity levels which occur during the middle school years, we strive to help our students to develop their abilities and interests in each stage of the early adolescent period. We believe our educational program should be geared to the special needs and capabilities of the middle school student and that we must be engaged in a continual search for innovations and improvements which will enhance the effectiveness of our program.

We accept the obligation of the middle school to assist each student into developing as a responsible member of a democratic society, including the development of critical reasoning and the assumption of responsibilities for oneself and toward mankind.

We believe the middle school serves an important function in providing a unique, yet integral, transitional period between the elementary school and the advanced educational program of the high school.

### **Literacy Vision**

Literacy is everybody's business.

### **HMS Vision for Literacy**

Our vision is to ensure that literacy is a priority in all disciplines. HMS will promote a shared culture of literacy that provides content rich materials, leading students to higher levels of critical thinking, comprehension, writing, and vocabulary.

**VISION**

**PLAN** to succeed.

**MISSION STATEMENT**

The Mission of Highland Middle School is to provide all students with a **PLAN** for academic success by:

**P**racticing essential skills

**L**inking prior knowledge to future learning

**A**ccepting responsibility for achievement

**N**ever settling for less than the best

**HIGHLAND MIDDLE SCHOOL CREED**

I believe in myself.

I am responsible for my own actions.

I solve problems without arguing or fighting.

I am honest and fair.

I treat others as I want others to treat me.

I come to school prepared and on time.

I am proud of my school and community.

I do my best every day.

Education is important to me.

## **DESIRED LEARNER OUTCOMES**

Students exhibit positive self-image.  
Students assume the obligations and rights of citizenship.  
Students communicate verbally, creatively, and in written form.  
Students demonstrate the ability to reason, problem solve, and make appropriate choices.  
Students work cooperatively and independently to complete designated tasks.  
Students demonstrate an understanding of individuals from different ethnic backgrounds and of varying viewpoints  
Students develop good health habits and an understanding of the conditions necessary for the maintenance of physical and emotional well-being.  
Students use study skills and current technology as means for learning, discovering, and accessing and processing information.  
Students are lifelong learners.

### **I. BELIEFS**

All students can participate, learn, and achieve.

Cultural awareness increases student understanding of the differences and commonalities among people.

Educators, parents, and the community share the responsibility for the education of children.

Students learn best when actively engaged in the learning process.

Student instruction and performance are determined by student needs

### **II. GENERAL INFORMATION**

#### **A. ADVERTISING PROHIBITION**

Pupils, staff members, and school facilities may not be used for advertising or promoting the interest of any non-school organizations without the permission of the principal. The school shall not participate in any fundraising event or campaign for any purpose without the approval of the superintendent. Teachers and sponsors may not permit any fundraising campaigns or events within their classroom or student organization. Contests and organizations sponsored by outside agencies which involve awards or prizes to pupils are not permitted without the approval of the superintendent. Such activities must have educational value for the participants in order to be approved.

#### **B. BELL SCHEDULE**

8:00	7th and 8th grade students admitted to building (Door L) 6th grade students admitted to building (Door H)
8:27	Class periods begin.
10:41-11:11	First lunch period
11:35-12:05	Second lunch period
12:29-12:59	Third lunch period
3:18	End of Student Day – (Wednesday 3:05)
3:30	Students must exit the building unless they are with a teacher or coach.

#### **C. CAFETERIA**

**All student breakfasts and lunches are free of charge for 2021-22 school year.**

The following prices apply for students buying second meals or milks:

Middle School Lunch Price \$2.25  
Breakfast Price \$1.50 Milk .50

**D. DIRECTORY INFORMATION**

The School Town of Highland School Corporation designates the following items as Directory Information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, student work display at the discretion of the teacher with no grade displayed. The corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary by 3rd Tuesday of the current school year.

**E. FIELD TRIPS**

Educational trips may be taken during the school day to supplement classroom instruction, if approved by the teacher, building administration, and the Superintendent's Office. Students participating in a field trip should follow the instructions listed below:

1. Students will receive permission slips to take home to parents for their signatures. These slips must be signed and returned before a student is eligible to go on a trip.
2. Students are responsible for their share of the amount assessed for transportation and admission fees.
3. Students are to remain with their assigned group.
4. Assignments from all classes missed must be completed. If possible, this should be done prior to the field trip.
5. All Highland Middle School Handbook policies apply at all times.

**F. NON-CUSTODIAL PARENTS**

A non-custodial parent, unless restricted by a court order, will be given access to all students' report cards, progress reports, student records and disciplinary actions. Such parents will also be allowed to participate in conferences, classroom visitations, Back to School night, and all other school activities.

The non-custodial parent may not visit with his or her child during the school day nor may the student be released to the non-custodial parent unless written permission has been given by the custodial parent.

A certified copy of a court order restricting the rights of the non-custodial parent shall be provided to the principal should a custodial parent wish to prohibit the distribution of information to, or the school visitation of, the non-custodial parent.

**G. PESTICIDE/ASBESTOS POLICY**

The School Town of Highland is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

The School Town of Highland will:

1. Inform annually, parents and staff members, of the pesticide policy at the time of student registration (beginning of the school year or semester) as provided in the student and staff handbooks.
2. The Manager of Buildings & Grounds will be the contact person for information regarding pest control and pesticides.

3. Each building principal will establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice. The list will also be sent to the Manager of Buildings & Grounds.
4. The Manager of Buildings & Grounds will provide notice of planned pesticide applications to the building principals who will in turn notify parents and employees who have requested advanced notice.
5. The Manager of Buildings & Grounds will maintain written record for 2 years of any pesticide applications.

The School Town of Highland will provide notice at least two (school) days prior to the date and time the pesticide application is to occur.

The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied, and the telephone number to contact the school for more information. In case of emergency pesticide applications because of immediate threat to the public health, the School Town of Highland shall give written notice as soon as possible.

6. In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the School Town of Highland is available for review and copying by students, staff and guardians during normal business hours.

**H. High Ability Education Program**

There is a K-12 High Ability Education Program in the School Town of Highland. If you feel your child qualifies and has not been contacted, please contact the Assistant Principal.

**I. Honors Classes**

A student's placement in an Honors class will be determined by a review of objective data at the end of each semester/year. To remain in Honors classes, students should maintain a semester average of a "B" in a particular class, show appropriate academic growth via multiple assessments, and be recommended for placement by teachers. Final decision on placement will be determined by the principal.

**J. RDS**

All parents are strongly encouraged to check their child's grades on a regular basis on the RDS Parent Access. If needed, information for log in can be obtained by calling the school office.

**K. SCHOOL INFORMATION**

The following are available on our website ([www.highland.k12.in.us](http://www.highland.k12.in.us)): bell schedules, school cancellations, lunch menus, sports schedules and teacher contact information. Information is also available via twitter: @HMSSpartan

**L. THIRD PARTY CUSTODY**

Third party custody agreements (DOE form 11, I.C.20-26-11-3) are valid for one school year only.

**M. VISITORS**

All visitors are to register in the office through the Raptor system and **wear a visitor's pass** before entering any other part of the building. Visitors will remain in the vestibule area unless it is determined there is a need for them to be elsewhere. Any unauthorized person who enters a school building is trespassing and may be expelled from the school premises. Enrollment in school gives the student official clearance to enter the school building each day that classes are in session. Students may not enter the school building during days

when classes are not in session, or on days where they are suspended out of school without first having obtained clearance from the office.

### III. STUDENT ACTIVITIES

#### A. EXTRACURRICULAR ACTIVITIES

Extracurricular activities are an important part of a student's school life. Interested students and teachers have organized various extracurricular activities. Students are invited to participate in the activities by the sponsoring teacher(s).

##### **Guidelines for Members:**

Highland Middle School students have the opportunity to participate in a variety of extra-curricular activities: Builders Club, Chess Club, Drama Kids, National Junior Honor Society, One-Way Club, Robotics Club, Science club, Spartan News Network (SNN), Spelling Bee, Student Council, and Yearbook. Additional Clubs may be available at teacher's discretion.

All Highland Middle School students participating in extracurricular activities will be governed by the following rules:

- a. A student who fails more than one course at the end of a nine-week grading period may be ineligible for membership for the next full nine-week period. Sponsors of each extracurricular activity reserve the right to implement their own discipline and participation policy if approved by principal/assistant principal.
- b. All students become ineligible/eligible for membership on the **day report cards are issued**. It is the responsibility of the sponsor to check report cards for membership eligibility.
- c. A student must be in school by 11:30 in order to participate in any extracurricular activity. An exception may be made by the building administrator if the student has an approved medical or non-medical excuse.
- d. During a suspension period (in-school or out-of-school suspension), the student MAY NOT attend any extracurricular activities including dances, meetings etc.

#### B. INTERSCHOLASTIC ATHLETICS

To be eligible for participation on the school teams, students must demonstrate scholastic ability and citizenship demanded of a team member and must meet the standards set by Highland Middle School, coaches, the IHSAA, and the Lake Middle School Athletic Conference.

##### **Guidelines for Athletes**

Highland Middle School students have the opportunity to participate in a variety of athletic programs. Inter School competition is offered in cross-country, football, volleyball, basketball, wrestling, track, cheerleading, and poms/dance team.

This school is a member of the Lake Middle School Athletic Conference, which includes junior high schools and middle schools in Lake County.

All Highland Middle School students participating in the interschool athletic program, including cheerleading and poms/dance team, will be governed by the following rules:

- a. A student who fails more than one course at the end of a nine-week grading period may be ineligible for competition for the next nine-week period.
- b. All students become ineligible/eligible for athletic participation on the **day report cards are issued**. It is the responsibility of the coach to check report cards for athletic eligibility.
- c. A student **may** try out for an athletic team while academically ineligible if the possibility for academic reinstatement exists during the upcoming season. It is the student-athlete's

responsibility to remain in good standing during the period of ineligibility. Students that become eligible may participate on the day that report cards are issued.

- d. In order to correspond with IHSAA guidelines, the following age requirements will be in effect for the Lake Middle School Athletic Conference:

7th Grade - Students whose fifteenth (15) birthday occurs on or after the scheduled date of the IHSAA STATE FINALS in a particular sport will be ineligible for inter school athletic competition in that sport.

8th Grade - Students whose sixteenth (16) birthday occurs on or after the scheduled date of the IHSAA STATE FINALS in a particular sport will be ineligible for inter school athletic competition in that sport.

Football (7/8)	Girls Basketball (7/8)
Cross Country (6-8)	Wrestling (6-8)
Volleyball (7/8)	Boys Track (6-8)
Boys Basketball (7/8)	Girls Track (6-8)
Intramural Basketball (6)	Dance Team (6-8)

- e. All athletes must have a physical exam prior to any participation. The physical covers all sports for the entire following school year provided the examination occurred on or after April 1.
- f. A student must be in school by 11:30 in order to participate in any extracurricular practice or contest. An exception may be made by the building administration if the student has an approved medical or non-medical excuse.
- g. During a suspension period (in school suspension or out of school suspension), the athlete MAY NOT attend any extracurricular or school-sponsored activities including athletic practices or contests, dances, etc.
- h. In special circumstances, coaches reserve the right to implement their own discipline and participation policy if approved by the principal and /or athletic director.

#### **IV. STUDENT SERVICES**

##### **A. GUIDANCE SERVICES**

Counseling is available at the middle school for all students. A primary goal of this service is to enable our students to reach their fullest potential academically, socially, and emotionally. Students are encouraged to contact their counselor on their own. They may also be referred to a counselor by a teacher, parent, or friend.

## **B. HEALTH SERVICES**

### **Requirements:**

The nurse and other volunteers work within the schools to assist students and school personnel. A medical history of each student is obtained from the parent and recorded on the school health record. All screening test results, such as vision and hearing, are indicated on the school health record. Parents are notified of findings that are less than normal and encouraged to seek medical attention.

Indiana State Law (IC20-8.1-7 as amended by Public Law 103, Acts of 1985) requires that when a student enrolls in a school corporation, the governing body shall require that the parents furnish a written updated statement of the student's immunizations no later than the first day of school.

### **Indiana State Department of Health MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY**

Requirements for Middle School students can be found through the following link or on the STOH site:

[Immunization Chart](#)

### **Illnesses:**

**A student who needs to go home due to illness must report to Health Services first.** Before a student may leave school, a parent or other designated adult must be notified for pickup and the student must be signed out.

If an accident occurs, first aid will be administered, and if necessary, the parent will be called. It is important to have an emergency number on file.

If a student becomes ill or injured and it is not an emergency situation, they need to report to their classroom teacher first for a pass to the Nurse's Office. **STUDENTS ARE NOT TO USE CELL PHONES TO CALL OR TEXT PARENTS** (use of cell phones for this purpose will result in a referral). The nurse will make the necessary contacts if a student needs to leave because of illness or injury. Students determined to be too ill to return to class will be sent home only after the nurse contacts a parent, guardian, or other responsible adult on the emergency contact form. If emergency care is necessary, a parent will be contacted to determine appropriate action.

### **Medication:**

1. Prescriptive Medication
  - A. Prescriptive medication may be given to students if:
    1. The form entitled AUTHORIZATION TO ADMINISTER PRESCRIPTION MEDICATION is completed and signed by a physician and the parent or guardian. This form may be obtained from the nurse or can be downloaded from the STOH website under District Services and is to be renewed annually at the beginning of the school year.
    2. The medication is stored in the nurse's office. Students may NOT keep medication in their possession, unless it is used for a life-threatening condition.
    3. The medication is in its original prescriptive container.
2. Non-prescriptive medications (such as aspirin and other over-the-counter medications) may be given to a student if:
  - A. A parent authorization form (lower portion of form) is completed and signed by a parent.
  - B. The medication is stored in the nurse's office. The student does not keep it in his/her

possession.

C. The medication must be FDA approved.

### **C. EXCUSES FROM PHYSICAL EDUCATION**

A student presenting a valid written excuse from the parent to the P.E. teacher will be placed on limited activity for 2 days, which will include dressing for class. Limited activity is determined by the teacher, with student input. More than 2 days would require a written excuse from a physician. The physician must specify the date of return to activity. If it is stated "until further notice" or "until recovery," an additional written note from the physician will be necessary to return to activity.

### **D. MEDIA CENTER**

The media center is open each school day. A wide variety of materials are available for students. There is a networked online public access catalog (OPAC). In addition, many on-line databases may be accessed.

Guidelines:

1. Orientation in use of the media center is given to all students during the beginning of the fall semester.
2. Additional instruction in information gathering skills is given to students as classroom research projects evolve.
3. Students are responsible for all materials that they check out. If materials are lost or damaged, the current replacement cost is charged to the student.
  - a. Books are checked out for a two-week period. Fines are charged for overdue books at the rate of \$.05 per day up to the current replacement costs.
  - b. Students who have overdue materials and/or fines may not check out materials until their obligations are cleared.

### **E. BOOKSTORE**

The bookstore is open each morning before the beginning of classes. Paper, pencils, poster board, earbuds, and other school supplies are available for purchase.

### **F. LOST AND FOUND**

7<sup>th</sup> & 8<sup>th</sup> grade Lost and Found is located in the office. 6<sup>th</sup> grade Lost and Found is located in the LGI where recovered items may be claimed.

### **G. GRADING POLICY**

#### **1. Grade Card**

The semester term is divided into two grading periods of nine-weeks each. Report cards are issued to students at the end of each grading period for the purpose of keeping students and their parents informed about scholastic and attendance records. Reports cards will be available on RDS the Friday following the end of each nine-week grading period. If needed, parents may secure copies of report cards from the school office. RDS Parent Access is available at all times.

#### **2. Evaluation Marks**

Each teacher will evaluate the student's progress according to guidelines that are appropriate for the subject being taught. Grades for each class will then be reported as percentages on the report card according to the following ranges:

A+ =98-100  
A =93-97  
A- =90-92  
B+ =87-89  
B =83-86  
B- =80-82  
C+ =77-79  
C = 73-76  
C- = 70-72  
D+ =67-69  
D =63-66

D- =60-62

F =00-59

These percentages will be used to calculate the overall semester averages as described in the next section.

Conduct and Effort gradations:

- 1 Excellent
- 2 Satisfactory
- 3 Needs Improvement
- 4 Unacceptable

### **3. Semester Average**

The semester average will be determined by averaging the percent grades for each of the two 9-week periods. Each of the two 9-week periods are weighted equally and are averaged together to obtain the semester grade.

### **4. Mid-Term Progress Reports**

RDS parent access is available to check grades, attendance and discipline at any time. If parents do not have access to a computer, they may request an update be sent home with their child.

### **5. Academic Honor Roll**

Honor Roll requirement is:

All grades 90% or above = A Honor Roll

All grades 80% or above = Honor Roll

Also, students must receive all 1's and 2's in conduct and effort to be eligible.

## **H. ILEARN**

Students who do not pass the LA and/or Math portion of the ILEARN may be placed in an additional Math/Reading class. This class will replace an encore class, band, orchestra, choir or reading/PE.

## **I. PROMOTION/RETENTION**

The goal of the middle school program is to ensure that each student has the skills necessary to be successful at the next level of learning. A variety of standards are used to make this determination.

The guidelines for possible retention are:

1. Any two core subject failures based on the first semester average.  
Any two core subject failures based on the third grading period and projections for the fourth grading period.
2. Sub-standard performance on group testing (ILEARN and MAPS).
3. Teacher/team recommendation
4. HMS principal will make the final decision.
5. The parent could be notified of the possibility of retention as early as the end of the first semester of the school year.

## V. STUDENT RESPONSIBILITIES

### A. TRANSFERS AND WITHDRAWALS

Students withdrawing from Highland Middle School should complete the following steps:

1. In a written note to the school, have their parents declare their intention to withdraw the student from attendance at HMS and indicate the name of the school to which transfer will be made. A withdrawal form must be signed in the office by the parent(s) before the student leaves.
2. Students are responsible to turn in their textbooks/iPads to teachers.

### B. BOOK RENTAL

Textbook rental and fees are due and payable online during registration. If unable to pay in full, a parent may set up a payment plan in RDS. The amount due for book rental and fees could vary depending on the courses a student is taking. Fees will be pro-rated for students who either register or withdraw from classes during the course of either semester.

Students accepted on the free or reduced lunch program qualify for a reduction of their book rental/fees cost.

Students are responsible for all books, materials, supplies, iPads, and other equipment assigned to them or provided for their use. Abuse or loss of such items will result in payment for the lost or damaged items and possible disciplinary action.

Any student using a school instrument (Band or Orchestra) is responsible for all repairs or replacement for damages. All instruments must be returned at the end of each school year.

### C. FEES

In addition to book rental, fees are charged for consumable materials used in certain courses and Discover classes. These fees are included in the book rental fee. Regardless of the purpose, all checks should be made payable to **Highland Middle School**. Credit cards and online payments are also accepted.

### D. LOCKERS

According to Indiana State Law, school lockers remain the property of the school, and the school authorities have a responsibility and a right to examine the contents of those lockers for reasons of health, safety, and security. Acceptance of a locker by the student is acknowledgment of this right.

1. Lockers should contain jackets, lunches, and books only. Students should bring no more items or food to school than they intend to use on any given day.
2. The school is not responsible for loss to or damage of a student's personal property.
3. All books and personal belongings are to be kept in a neat, orderly fashion.
4. Locker combinations are strictly private information and must not be given out to anyone.
5. Locker malfunctions must be reported to the office immediately.
6. Students are forbidden to share lockers without permission from the office.
7. Under no circumstances should any locker be kicked, hit, drawn on, or defaced in any way.
8. Any persons caught tampering, opening, or removing items from any locker other than their own without proper authorization will face strong disciplinary action.
9. Students should never leave their locker without making sure it is locked.
10. A \$5.00 fee will be required in order to replace lost or damaged pad-locks.
11. Sunglasses, backpacks, cell phones etc. are to be stored in the student's locker during the day. Drinks and food should not be stored in a locker unless they are for lunch. They are not be eaten or drunk during passing periods, with the exception of water.
12. The school will restrict the use of and access to lockers to specified times during the day.

### E. EMERGENCY DRILLS

Fire drills are required by law in Indiana. Drills will be held monthly. Evacuations are timed and recorded for the Fire Marshall. Fire evacuation routes are posted in each classroom.

Tornado Drills are held at least once each semester. Each classroom has posted a designated tornado shelter area for students in that class in case of a tornado drill or warning.

Other Drills are also held periodically throughout the year as required by the State DOE. These may include Lockdown, Earthquake, Hazardous Material, Nuclear, Re-unification, and other drills.

During any drill, students are to remain with their own class and teacher and behave in accordance with teacher directions at all times.

#### **F. BOMB THREATS**

School personnel work closely with the police department utilizing established procedures to ensure the safety and well-being of students and staff.

#### **G. TELEPHONES**

Use of the office phone by students is permitted with staff approval. Personal cell phones are not to be used during the school day unless approved by school administration.

#### **H. ATTENDANCE POLICY AND PROCEDURES**

##### **1. ABSENCE DEFINITION AND CLASSIFICATION**

The State of Indiana designates a child as a habitual truant or chronically absent when their countable absences exceed ten (10) days in one school year. Absences may be classified as countable or non-countable. See table:

##### **Countable Absences - Excused**

The following are examples of COUNTABLE absences that are EXCUSED and COUNT toward the student's ten day limit. Students are allowed to make up all work missed on these days.

1. Personal illness not verified by a physician's statement.
2. Prearranged absences.

##### **Non-Countable Absences - Excused**

The following are examples of NON-COUNTABLE absences that are EXCUSED and DO NOT COUNT toward the student's ten day limit per semester. Students are allowed to make up all work missed on these days.

1. Personal illness verified by a physician's statement that the student is not to attend school.
2. A death in the immediate family (parent, sibling, grandparent).
3. Court appointment (other than traffic violations)
4. In or out of school suspension
5. Doctor and orthodontic/dental appointments.
6. Religious holidays - The School Town of Highland is aware that during the school year, religious holidays may fall on school days. The School Town of Highland wishes to work with our students and their families in accordance with applicable law to allow students to participate in observance of these holidays. It is therefore the position of the School Town of Highland to permit students an excused absence for observance of a religious holiday. In order for an absence to be considered excused, parents or guardians must provide the student's school with a written excuse explaining that the absence is due to the observance of a religious holiday. The absence may be excused only if it is taken on the actual date of the holiday in question. Students are responsible to make-up all work missed as a result of an excused absence.

## **Exempt**

The following are examples of absences that a student is excused from school, are not to be recorded as absent, and will not be penalized in any way by the school:

1. Serving as a page or honoree in the Indiana General Assembly.
2. Participating in an election. (must submit required form in advance)
3. Testifying in court under subpoena.

**Countable Absences - Not Excused** Truancy is an example of a COUNTABLE absence that is UNEXCUSED and COUNTS toward a student's ten day limit.

## 2. ABSENCE PROCEDURE

Parents or guardians must call the school office between 7:30 AM and 9:00 AM if a student is going to be absent, tardy, or leave the school for an appointment. If the parent explains on the student's first day of absence that the student will be gone for an extended time, in the hospital, long illness, etc., then the parent need not call back every day.

THE PHONE CALL DOES NOT GUARANTEE AN EXCUSED ABSENCE. (See excused absence above). Office staff answering the phone will ask the reason for the absence. If there is an unusual circumstance for a student's absence, parents should ask to speak with an administrator.

**The student should report to the office immediately upon returning to school. The student should bring a note from home. The note should contain the student's name, date(s) of absence, reason for absence, and a parent signature.**

If the absence was due to illness and a physician was visited, a medical excuse must be presented to the office within three days verifying the date(s) the student was too ill to attend.

Routine medical and dental appointments are excused absences. A student who has an appointment should bring a note to school from a parent verifying the appointment and the time the student is to leave school. This note must be presented to the office before school begins on the day to be excused. This student will be given a "Passport" which allows him/ her to leave class at the designated time. The student must then report to the office and sign out. Upon return, the student must sign back in. A note from a physician's or dentist's office verifying the time to be excused must be presented to the office. Only the time of the appointment and appropriate travel time will be excused.

## 3. PROCEDURE FOR SIGNING IN-SIGNING OUT

Students arriving to school after 8:27 AM must report directly to the office if in 7th or 8th grade. 6th grade students arriving late enter Door H for check in until 8:45 AM. All students arriving after 8:45 AM should enter Door L (Main Doors) and provide a note from the parent explaining the reason for being late. Once a student arrives at school, he/she is expected to stay in the building until school is dismissed. If a student needs to leave the building for any reason, he/she must sign out through the office.

## 4. VACATIONS:

Parents who take children out of school for vacations must assume responsibility for unsatisfactory work or difficulty in school work caused by such absences. It is recognized that certain types of class work can only be accomplished through DIRECT student participation during regular class time, and, therefore, cannot be made up; students will, however, be held responsible for this material on tests, quizzes, and final exams.

**Pre-arranged vacations are COUNTABLE** absences that are EXCUSED and COUNT toward the student's ten-day limit.

**I. MAKE-UP-WORK:**

- a. All missed work from an excused absence is the responsibility of the student and must be made up to receive credit. Work is to be made up in the number of days absent plus one or a zero will be given for that assignment.
- b. Missed work can be accessed through Google Classroom. Those without internet access can contact the office by 9:30 AM to request work be sent home after the second full day of absence.
- c. The following conditions will apply to students who receive suspension:
  1. Tests and quizzes will be made up and count academically.
  2. Daily assignments should be made up in a timely manner. Daily assignments are due digitally on the assigned day or on the day the student returns to class.

**J. PASSES**

All students should have a pass obtained from a teacher to be in the halls other than during passing times. Passes should be given to all students who are excused from class. It is the student's responsibility to secure a pass before he/she leaves the room. Students are reminded to check the Office Google Classroom for passes as well. Students will not be admitted to Health Services or the Guidance office without a pass. If it is passing time, the student must report to the next class to obtain a pass.

**K. EMERGENCY SCHOOL CLOSINGS**

In the event of severe weather or any type of an emergency that would warrant the closing of the schools, please do not call the schools. We have been instructed to listen to WJOB (emergency closing information). We post any emergency closing or late start information on our website at [www.highland.k12.in.us](http://www.highland.k12.in.us) and the emergency system calls phone numbers in RDS with any information. The information is also on Twitter and NWI Town Planner.

**VI. SCHOOL BEHAVIOR**

**IC 20-33-8-10**

**Disciplinary powers of principals**

Sec. 10. (a) A principal may take action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

(b) Subsection (a) allows a principal to write regulations that govern student conduct.

*As added by P.L.1-2005, SEC.17.*

**IC 20-33-8-8**

**Duty and powers of school corporation to supervise and discipline students.**

Sec. 8. (a) Student supervision and the desirable behaviour of students in carrying out school purposes is the responsibility of:

- (1) a school corporation; and
- (2) the students of a school corporation.

(b) In all matters relating to the discipline and conduct of students, school corporation personnel:

(1) stand in the relation of parents to the students of the school corporation; and

(2) have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter.

(c) Students must:

- (1) follow responsible directions of school personnel in all educational settings; and
- (2) refrain from disruptive behaviour that interferes with the educational environment.

*As added by P.L. 1-2005, SEC.17.*

**IC 20-33-8-14**

**The rules set forth in the handbook are in effect for all students at school and summer school. Also these rules are applicable while traveling to and from school, as well as a school activity, function, or event.**

**A. TARDY POLICY**

Each Semester a tardy is defined as a student not being inside the classroom when the class is scheduled to begin.

1st Tardy -Verbal warning

2nd Tardy -Options at teacher's discretion. This may include parent call, written assignment, team conference, before or after school detention, shortened passing times, or written warning to parent.

3rd Tardy -30 minute office detention

4th Tardy - 45 minute office detention

5th and Subsequent Tardies - Office detention, in-school suspension, out-of-school suspension, and/or expulsion.

If a student is 5 or more minutes late to class, the absence may be considered unexcused and the student may be considered truant. The teacher should document the unexcused absence and submit a discipline referral.

**B. HALLWAY BEHAVIOR**

- Staff members have jurisdiction over all students within the halls and in any other area outside of the classroom.
- No student is to be out of class without a pass.
- Students should keep moving. Do not block traffic by standing or sitting in groups.
- Pass through the halls quietly, no shouting or loud talking. Do not interrupt classes in session.
- No pushing, running, shoving, rough playing, kicking or punching of lockers.
- Sixth, seventh, and eighth grade students should remain in the halls closest to their classrooms.
- Cell phones and headphones/earbuds should not be used in the halls during the school day.
- Students should not have open food or drinks in the halls during the school day.

**C. VANDALISM/ELECTRONIC VANDALISM**

Vandalism is the act of willful damage to property belonging to the school or to another person while under school jurisdiction. The student will be responsible for restitution (repair or replacement), as well as appropriate discipline. In addition, the student may be referred to the Bureau of Motor Vehicles for invalidation or revocation of an operator's license or learner's permit should the vandalism involve the use of graffiti.

Electronic vandalism is the act of stealing or deliberately damaging any computer hardware or software or the unauthorized use of, or entry into, any computer program or system not intended for student use is prohibited. The student will be responsible for restitution (repair or replacement) and be subject to appropriate discipline.

**D. BUS RULES**

The School Town provides bus transportation for students in designated bus zones. Parents are encouraged to take advantage of the free school bus transportation. Bus drivers have supervision and authority over passengers and deserve the same respect as teachers and other school employees. Students are expected to show courtesy to the bus driver and to other students and to behave in a manner which promotes safety. All school rules apply to students from the time students leave their homes in the morning, until they return into their homes after school. Misconduct on a bus, or at a bus stop, may result in the loss of bus riding privileges and other disciplinary action. While riding on a school bus, students must adhere to the following rules:

1. Take a seat immediately and remain seated until instructed by the driver to leave the bus.
2. Keep doors and windows closed unless given permission.
3. Keep head, arms and hands inside the bus at all times.
4. Keep the bus clean by throwing all trash in a trash can.
5. Report bus or seat damage to the driver immediately. Students who damage the bus or seats will be required to pay for repairs.
6. Cooperate with the bus driver.
7. Eating and drinking on the bus is prohibited at all times.
8. Bus drivers or school personnel may restrict the use of or confiscate any personal or school issued electronic device.
9. While on the bus, students are prohibited from using personal or school issued electronic devices to capture or record sounds or images (pictures, videos).

#### **E. BREAKFAST AND LUNCHROOM**

1. MISBEHAVIOR IN THE CAFETERIA WILL NOT BE TOLERATED.
2. Books, iPads, and study materials should not be taken into the cafeteria during lunch hour.
3. Students may eat the school lunch or bring a lunch from home; milk, juice, and other items may be purchased to supplement the lunch. ALL FOOD MUST BE EATEN IN THE CAFETERIA AT ASSIGNED SEATS. No food or drinks may be taken from the cafeteria.
4. Students will be dismissed by table to enter the food line and also to exit the cafeteria.
5. Students are responsible for their own tray and garbage in the cafeteria. Trays are to be returned and all garbage and paper are to be placed in the trash container.
6. Because classes are in session, students are not permitted to leave the cafeteria until they are dismissed.
7. Students are not allowed to bring food into the cafeteria from an outside vendor, or have parents send in food from an outside vendor.

#### **F. CLASSROOM BEHAVIOR**

Teachers have different requirements for classroom behavior due to the type of class activities occurring in that classroom. Students should make themselves aware of what behavior is or is not considered acceptable by each of their teachers. A record of these unacceptable behaviors will be kept. Students are to leave the school building after school is dismissed. Only those students involved in an after-school activity are allowed to remain in the school. Students participating in an activity involving a staff member or coach have ten minutes to reach the assigned area. Upon dismissal from the activity, students are to leave the building immediately.

#### **G. DISCIPLINARY ISSUES**

Reprimand, parent conference, detentions, suspension from after school activities, suspension, probation, referral to juvenile court, referral to special personnel in the school (counselors, assistant principal), and expulsion are options available to handle school discipline problems. Upon receipt of the 10<sup>th</sup> day per semester or 15<sup>th</sup> day per year of suspension, whether in-school or out-of-school, a student may be recommended for expulsion. Some behavior is much more serious than others and requires different approaches and clearly defined action up to a recommendation for expulsion at first offense. Further definitions are provided later in the handbook. The following are some behaviors that would warrant the school to follow through with disciplinary consequences.

1. **Chronic absenteeism**
2. **Arson** - The willful and malicious burning, or attempt to burn, of any property of

the school district. (IC 35-43-1-1)

3. **Harassment/Intimidation** - engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing or other comparable conduct.
4. **Bullying** – is defined as overt, unwanted, repeated acts or gestures, including written or verbal communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors. Direct bullying includes: hitting, kicking, shoving, spitting, taunting, teasing, degrading racial or sexual comments, threatening, and obscene gestures.

Indirect bullying includes: -Getting another person to assault someone  
-Spreading rumors  
-Deliberate exclusion from a group or activity  
-Cyber-bullying

Bullying is further defined in Appendix A. (IC 20-33-8-13.5)

5. **Cheating** - Any student caught cheating on homework, quizzes, tests or other assignments will receive a failing grade on that work. This would include engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores. Plagiarism and theft of intellectual property (material found via the web that is considered to be the property of others.) is therefore not allowed. There will be consequences related to plagiarism and or the theft of information or property such as music, software, and research material obtained through Internet sources.
6. **Disrespect** - The lack of proper respect or courtesy shown towards another person.
7. **Other acts of disruption** to the educational process - Acts detrimental to the educational process or safety of others will be handled by the classroom teacher and/or administration.
8. **Falsely accusing** any person of sexual harassment, or of violating a school rule and/or a state or federal law.
9. **Forgery** - The act of fraudulently using or falsifying names, dates, addresses, or other information (i.e., parent notes, hall passes, false identification, permission slips, etc.)
10. **Gambling** (IC 35-45-5-2) - Any form of gambling is prohibited.
11. **Insubordination** - The failure to comply with reasonable rules and/or requests from school personnel or other persons in charge of students.
12. **Intimidation** (IC 35-45-2-1) - verbal or nonverbal threat without physical contact
13. **Obscenity** - Profane/obscene language or gestures including language that is racially or culturally insensitive. (IC 35-49-2-1)
14. **Physical Altercation** (IC 35-45-1-3)- The act of participating in a physical altercation on school property, at any school-related activity, or going to or from school
15. **Possession of Tobacco/Vaping Device/E-cigarettes/Alcohol/Drugs or paraphernalia** - possession or use of tobacco products, electronic smoking devices, alcohol, drugs or any related paraphernalia. (IC 7.1-5-7-7)(IC 35-48-4-4.5)(IC35-46-1-10.5)
16. **Reckless Misconduct** - The act of behaving in a way that presents a possibility of harm to oneself, others, or damage to school or personal property.
17. **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 to property when the student has information about such actions or plans.
18. **Truancy** (IC 20-33-2-6) A student is truant when he or she is somewhere on school property without proper authorization or is absent from school for an invalid reason.
19. **Dishonesty** - Failing to completely and truthfully respond to questions from a staff member regarding school related matters including potential violations of the student conduct rules or state or federal law.

20. **Violent Behavior** - Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in violent activity.

#### **H. TOBACCO ON SCHOOL PROPERTY**

It is against School Town of Highland's policy for a middle school student to possess and/or use cigarettes, e-cigarettes, Juuls, other vaping devices, other types of tobacco, matches or lighters, or any such paraphernalia on school property, at school events, or while in route to school or school activities. This policy will be enforced in the following manner:

1st violation: Student's parents will be called by an administrator and the student will be suspended for 3 days out-of-school.

Subsequent violations: Will result in suspension and/or expulsion.

IC 35-46-1-10.5

#### **I. DRIVING**

Indiana Public Law 121-1989 requires that Highland Middle School report to the Bureau of Motor Vehicles concerning students who are habitually truant and are between the ages of 13 and 15 and students of all ages who are suspended from school attendance for a second time during the school year or are expelled or excluded from school for misconduct. According to this law, the driver's license of any person under the age of 18 who is under expulsion or exclusion will subsequently be invalidated by the Bureau of Motor Vehicles.

#### **J. ALCOHOL/DRUG USE/POSSESSION**

- A. The use, possession, or being under the influence of a controlled substance or look alike drug on school property or at a school related activity is prohibited at any time. Furthermore, the possession of any instrument, appliance, or paraphernalia designed or used for controlled substances are not permitted. Also, students are prohibited from leaving school grounds for the purpose of taking controlled substances of any kind, unless under the direction of a licensed medical doctor. Controlled substances may be, but are not limited to, alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens, whether prescription or sold over the counter (without prescription), including caffeine-based pills, substances containing phenylpropanolamine (PRA), inhalants, or stimulants of any kind, with or without prescription, or any substance represented by the provider to be any of the listed substances.
- B. The sale or delivery of a controlled substance, or any substance represented to be a controlled substance, on school property or at any school related activity is prohibited at any time. Items considered to be controlled substances are listed under A. above.

This policy will be enforced in the following manner:

First violation: Suspension or Recommendation for expulsion for up to 365 days.

IC 7.1-5-7-7, IC 35-48-4-4.5,

#### **K. ELECTRONIC DEVICES**

Any and all personal electronic devices (PED's), including but not limited to cell phones, smart phones, blackberries, iPads, tablets, laptops, earbuds, headphones, speakers, or any other type of electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and or search should a violation be suspected. By bringing these devices on school grounds, students give the school administration consent to access voice-mails, text messages, call logs, picture galleries, hard drives, memory cards, etc., to determine ownership (if lost) or when there is reason to believe they contain evidence of a school-rule or law violation.

PED's, including cell phones, may not be used by students during the school day at any time. This includes passing periods and lunch periods. All PED's including cell phones should be turned off and

placed in the student's locker during the school day. If a PED/phone is seen during normal school hours, it will be confiscated and turned in to the office. If it is a first offense, the student may pick it up at the end of the day. If it is not a first offense, a parent/guardian must pick the device up from the office. Repeat offenses will carry further disciplinary consequences from detention to suspension/expulsion.

Possession of a PED by a student during school hours and/or extracurricular activities is a privilege and may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuse this privilege. Students are personally and solely responsible for the care and security of their PED's. The school assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of PED's brought onto this property.

Except as authorized by a teacher, school administrator, or IEP team, students are prohibited from using PED's during the school day, including while on or off campus at school events, to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person. Using a PED to capture, record and/or transmit audio and/or pictures or video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PED to violate the privacy rights of another person may have their PED confiscated and be directed to delete the audio and/or picture or video. If the violation involves a potentially illegal activity the PED may be turned over to law enforcement.

#### **L. GANG POLICY**

Highland Middle School recognizes that the presence of gangs or gang-related activity causes a substantial disruption of school activities and, therefore, prohibits the existence of gangs or gang activities on school grounds or at any school activity.

It is prohibited to . . .

Use force, intimidation, threat, fear, or passive resistance to solicit other students for membership or encourage other students to engage in such conduct. Commit any act or use any speech, either verbal or nonverbal (handshakes, graffiti, gestures), that shows membership or affiliation. Wear any item (clothing or jewelry) which promotes or alludes to gang affiliation.

The presence of gangs, cults, and occults can cause a substantial disruption of the learning process and acceptable school activities. Therefore, the administration will attempt to prohibit this activity by restricting the following actions:

No student on or about school property or at any school activity shall:

1. Wear, possess, use, distribute, display or sell any clothing, jewelry, or other such items identified and associated with gang, cult, and occult membership or affiliation.
2. Use hand signals, graffiti, gestures or other written communications showing membership or affiliation in a gang, cult or occult.
3. Use any speech or commit any act in promoting of gang, cult, or occult interests or activities including, but not limited to:
  - a. Soliciting others for membership in any gang, cult, or occult
  - b. Threatening or intimidating others
  - c. Inciting others to commit physical violence
  - d. Claiming gang affiliation

Violation of this policy will result in disciplinary consequences from conference to suspension/recommendation for expulsion.

IC 35-45-9-3

#### **M. DISRUPTIVE AND DANGEROUS ITEMS**

Students are not to bring any items to school that may cause a disturbance to the learning environment or create a safety hazard to themselves or others. Therefore, water guns, water balloons, smoke bombs, stink bombs, skateboards, rollerblades, legal or illegal fireworks, laser pointers/pens, and similar

disruptive and/or dangerous items are not to be used or in the possession of students either inside or outside the building. At no time and under no circumstances are students to have weapons or any dangerous instruments in their possession, in their lockers, or on school property. Confiscated items may not be returned to their owner. Appropriate disciplinary action may follow from conference to suspension or recommendation for expulsion.

**N. DISPLAY OF AFFECTION**

Overt displays of affection are not appropriate school behavior in the building, on school grounds, on the bus, or at any school-related activity and will not be condoned and will result in appropriate disciplinary action.

**O. HARASSMENT**

Threats, coercion, or harassment which includes, but is not limited to, racial, ethnic, religious, or sexual remarks by students at Highland Middle School is prohibited. A student who is a victim of harassment or related activities is expected to report such actions to an administrator, teacher, or other designated authority. Any student who is involved in any form of harassment of another student is in direct violation of school discipline guidelines and such action will result in disciplinary action from conference to suspension/recommendation to expulsion.

**P. CHEWING GUM**

Chewing gum is allowed in the building at teacher discretion.

**Q. EXTORTION**

The act of extorting or attempting to borrow any money or anything of value unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat. Violations will result in consequences from conference to suspension/recommendation for expulsion. IC 35-45-2-1

**R. SAFETY**

The act of tampering with or misusing a fire extinguisher, alarm system, or other safety equipment. The placing of fraudulent 911 emergency calls is also a violation of this policy. Violations will result in consequences from conference to suspension/recommendation for expulsion and reporting to police. IC 35-45-1-3

**S. BULLYING (I.C. 20-33-8-13.5)**

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 behaviours that are committed by a student or group of students against another student with intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- Places the targeted student in reasonable fear of harm to his/her 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 the services, activities, and privileges provided by the school.

This rule applies regardless of the physical location of the bullying behavior when both the student committing bullying and the targeted student attend a school within the school corporation.

Any student or parent who has knowledge of bullying or any student who feels he/she has been bullied should immediately report the conduct to school personnel. This report may also be made anonymously through the Safe Schools Alert system.

School personnel will investigate all reports of bullying. The school will communicate to all parties involved, as needed and/or required by district policy.

School personnel will provide information and/or follow-up services to support the targeted student(s) and to educate the student engaging in bullying behavior. If the bullying behavior is a violation of law, it will be reported to law enforcement.

Intentional false reporting of bullying will result in appropriate disciplinary action.

Violation of this rule prohibiting bullying will result in any appropriate disciplinary action from conference to suspension/recommendation for expulsion.

#### **Unlawful Activity (I.C. 20-33-8-15)**

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 including an unlawful activity during evenings, weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### **Intimidation (I.C. 34-45-5-21)**

A person who communicates a threat to another person, with the intent:

- A. That the other person engage in conduct against the other person's will;
- B. That the other person be placed in fear of retaliation for a prior lawful act; or
- C. Of causing
  - a. A dwelling, a building, or another structure; or
  - b. A vehicle to be evacuated, commits intimidation, a Class A misdemeanor.

However, the offense is a Class D felony if:

- A. The threat is to commit a forcible felony;
- B. The person to whom the threat is communicated is:
  - a. a law enforcement officer;
  - b. a judge or bailiff of any court;
  - c. a witness (or the spouse or child of a witness) in any pending criminal proceeding against the person making the threat; or
  - d. an employee of a school corporation.
- C. The person has a prior unrelated conviction for an offense under this section concerning the same victim; or
- D. The threat is communicated using property, including electronic equipment or systems, of a school corporation or other governmental entity; and

The offense is a Class C felony if, while committing it, the person draws or uses a deadly weapon.

"Threat" means an expression, by words or actions, of an intention to:

1. Unlawfully injure the person threatened or another person, or damage property;
2. Unlawfully subject a person to physical confinement or restraint;
3. Commit a crime;
4. Unlawfully withhold official action or cause such withholding;
5. Unlawfully withhold testimony or information with respect to another person's legal claim or defense, except for a reasonable claim for witness fees or expenses;
6. Expose the person threatened to hatred, contempt, disgrace, or ridicule;
7. Falsely harm the credit or business reputation of the person threatened; or
8. Cause the evacuation of a dwelling, a building, another structure, or a vehicle.

#### **T. EXPULSION**

Expulsion is disciplinary action whereby a student is suspended from school attendance for longer than ten (10) days. It will be recommended that a student be expelled from a class or classes when he or she has been assigned any combination of **10 In-School Suspension days, or Out-of-School Suspension**

**days** during the course of a semester. Students may also be expelled from school for the following violations of the Student Code of Conduct: possession/use of alcoholic beverages, drug use/possession, drug sale and/or delivery, possession/use of weapons, and false alarms, as well as other violations as deemed appropriate by school administration. Expulsion means loss of credit and failing grades recorded on the student's transcript. In accordance with the due process procedures outlined 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 B1 and Rule B2 listed under the Grounds for Suspension and Expulsion in this policy (Appendix B). When a principal recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel;
  - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. Upon receipt of the 10<sup>th</sup> day per semester or 15<sup>th</sup> day per year of suspension, whether in-school or out-of-school, a student may be recommended for expulsion.
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 contain the procedure for requesting an expulsion meeting.
4. At the expulsion meeting, the principal (or designee) will present evidence to 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.

#### **Appeal Rights -**

The Board of School Trustees has voted not to hear any expulsion appeals. Instead, appeals of expulsion must be filed with the appropriate court.

If the student or the student's parent requests an appeal of this determination, the discipline action stated above shall continue in effect unless the appropriate court takes action otherwise.

#### **U. PERSONAL SEARCH**

Students have the right to be safe and secure at school and to pursue their education in a safe and disciplined environment. In order to ensure the security of the school and the safety of the students, faculty, administration and staff, students and objects in the possession of students such as a coat, jacket, purse, briefcase, back-pack, or gym bag, will be subject to random administrative inspections, including those conducted with metal detectors or by law enforcement. Refusal to cooperate with a reasonable request for such administrative inspection may result in disciplinary action.

School authorities may seize any contraband, substance, or article that is illegal, or any material or object which violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school – sponsored function.

- 1 Authority to Conduct a Search – The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law. These searches may include the use of metal detectors. The administration reserves the right to rely on anonymous tips that are given on a good faith basis to conduct school searches. Refusal to cooperate with a reasonable request for such administrative inspection may result in disciplinary action.

2. Locker/Storage Area Inspections (IC 20-33-8-32) – All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.
3. Personal Searches – A student’s person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items. These searches may include the use of a metal detector.
4. Motor Vehicle Searches – Motor vehicles which are driven by students and parked on or near school property during regular school hours or during school activities are subject to being searched when school officials have reasonable suspicion that the vehicle contains illegal, unauthorized or contraband items.

**V. Non-discrimination – Section 504 Policy**

The School Town of Highland does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Director of Personnel & Pupil Services  
 9145 Kennedy Avenue Highland, IN 46322  
 (219) 9247400

For further information on notice of nondiscrimination, see list of OCR enforcement offices for the address and phone number of the office that serves your area, or call (800) 421-3481

**Civil Rights Non Discrimination – Grievance Procedure**

**A. LEVEL ONE**

1. All complaints must be in writing to the immediate supervisor or principal.
2. The complaint shall stipulate the act or omission, the date of same, and the parties involved.
3. The supervisor or principal shall initiate investigation of the circumstances of the complaint within six (6) calendar days of the receipt of the written complaint.
4. The supervisor or principal shall render a decision within fourteen (14) calendar days of the receipt of the written complaint.
5. The complainant shall have six (6) calendar days to react to the decision before it becomes final.
6. If the complainant disagrees with the decision of the supervisor or principal and submits in writing to the supervisor or principal, a Level Two procedure shall be enacted.

**B. LEVEL TWO**

1. The supervisor or principal shall submit the written disagreement statement and all related information to the superintendent within three (3) calendar days of receipt.
2. The superintendent or designee shall review all materials and schedule a meeting within six (6) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the supervisor or principal, and the superintendent or designee. Other witnesses may be called with mutual prior notice of three (3) calendar days.
3. The superintendent shall make a decision within six (6) calendar days of the final meeting of parties. This decision shall be final.

**NOTE:** By mutual agreement, circumstances of calendar availability may result in extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties.

**If the alleged violation, interpretation, or application is of a corporate nature, such as a written rule, regulation, or policy, Level Two is initiated immediately.**

## **DRESS CODE POLICY**

We ask for the support of our parents in ensuring that students come to school properly groomed and dressed. Proper attire is defined as clothing that is clean, does not create a health or safety hazard and is not distracting or demeaning to other students.

### **General Guidelines**

- Any clothing, shoes or accessories that may pose a health/safety risk or is a disruption to the educational environment is not allowed.
- Clothing that is excessively ripped, tattered or has holes revealing undergarments or skin is not allowed.
- Clothing that is sheer/see-through or stretches to reveal skin is not allowed.
- Clothing containing references to gangs, drugs, alcohol, tobacco, sex, violence, profanities, religious/racial slurs or anything offensive is not allowed.

### **Tops**

- All tops must go to shoulders and be long enough in the front and back to not reveal skin or undergarments
- All tops are to be appropriately fitting, not excessively tight or loose nor revealing of skin or straps.

### **Bottoms**

- All bottom garments are to be appropriately sized, not sagging, and cover undergarments.
- Shorts, skirts and dresses must be past fingertips when shoulders are in normal position.

### **Headwear**

- Not allowed: hats, caps, full bandanas, do-rags, sunglasses, etc. Exceptions are allowed for medical and religious reasons.
- Hoods must be down.

### **Footwear**

- Not allowed: heelies, bedroom slippers or any other shoes without a hard bottom. *Some classes may have specific footwear requirements for safety.*

Any form of clothing which is considered contrary to good hygiene, safety requirements or is disruptive to the educational process will not be permitted. The school administration reserves the right to approve or disapprove any items not addressed in the dress code policy.

*September 9, 2015*

## APPENDIX A

### STUDENT CODE OF CONDUCT

Jurisdiction for any form of disciplinary action at Highland Middle School applies when a student is:

1. on school grounds immediately before, during, and after school hours or at any other time the school is being used,
2. off school grounds at a school related activity, or
3. traveling to or from school or at a school-related activity.
4. a student may be suspended or expelled for engaging in unlawful activity (I.C. 20-33-8-15) on or off school grounds if:
  - a. the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
  - b. the student's removal is necessary to restore order or protect persons on school property; Including an unlawful activity during the weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Student misconduct could result in, **but is not limited to**, detention, in-school suspension, out-of-school suspension, expulsion, referral to appropriate law enforcement agency, and/or payment of damages, depending on the circumstances and merits of the case.

### EXPULSION

A ten (10) day suspension from school with recommendation to the Superintendent for expulsion and referral to legal authorities may occur for the following infractions:

1. **Alcohol** - The use, possession, or being under the influence of alcoholic beverages on school property or at any school-related activity is prohibited at any time. IC 7.1-5-7-7
2. **Drug Use/Possession** - The use, possession, or being under the influence of a controlled substance on school property or at a school related activity is prohibited at any time. Furthermore, the possession of any instrument, appliance, or paraphernalia designed or used for controlled substances is not permitted. Also, students are prohibited from leaving school grounds for the purpose of taking controlled substances of any kind, unless under the direction of a licensed medical doctor. Controlled substances may be, but are not limited to, alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens, whether prescription or sold over the counter (without prescription), including caffeine-based pills, substances containing phenylpropanolamine (PRA), inhalants, or stimulants of any kind, with or without prescription, or any substance represented by the provider to be any of the listed substances. IC 35--48-4- code dependent on type of drug.
3. **Drug Sale or Delivery** - The sale or delivery of a controlled substance, or any substance represented to be a controlled substance, on school property or at any school-related activity is prohibited at any time. Items considered to be controlled substances are listed under #2., Drug Use and Possession above. IC 35-48-4-4.5
4. **Possession/Use of Weapons** - The act of possessing, using, or threatening to use any weapon, firearm, explosive (i.e., fireworks, smoke bombs), animal capable of causing serious bodily injury, or instrument (i.e., knife, laser, stun gun), capable of inflicting bodily injury, or related paraphernalia (i.e., "How-to"Manuals, etc.). IC 20-33-8-16
5. **False Alarms** - The act of initiating or circulating a report of warning of fire, bombing, or other catastrophes. IC 35-44-2-2

## **Student Discipline**

Student misconduct outlined below may result in, but is not limited to:

- Verbal Reprimand
- Removal from class/activity
- Student/Teacher conference
- Parent notification
- Team/student/parent conference
- Team detention
- Lunch detention
- Office detention
- Class suspension (assigned by administration)
- In School Suspension (assigned by administration)
- Out of School Suspension (assigned by administration)
- Recommendation for expulsion

Some misconduct will warrant referral to the appropriate law enforcement agency, and/or payment of damages, depending on the circumstances and merits of the case. In addition to school consequences, physical fights will also result in a referral to the police.

Office Detentions can be assigned for a variety of time increments based on the infraction. Students will be given a minimum 24 hours notice to arrange for transportation. If a student is truant from detention, the detention may be reassigned for a longer time. If the student is truant from the subsequent detention, the student may be assigned an ISS.

**The principal's discipline decision is final. Other than disciplinary action involving a recommendation for expulsion, the decision of the building principal is final. There is no appeal process.**

1. **Academic Dishonesty** – Any student caught cheating on homework, quizzes, tests or other assignments may receive a zero on that work. Any subsequent occurrences in the same class may result in a zero on the report card.
2. **Arson** - The willful and malicious burning, or attempt to burn, of any property of the school district. IC 35-43-1-1
3. **Bullying** - As defined previously in the Student Behavior Section of Handbook. IC 20-33-8-13.5
4. **Computer Piracy/Misuse** - The act of stealing or maliciously damaging any computer hardware or software iPad, or the unauthorized use or entry into any computer program not intended for use is forbidden.
5. **Display of Affection** - Overt displays of affection are not appropriate school behavior in the building, on school grounds, or at any school-related activities and will not be condoned.
6. **Disrespect** - The lack of proper respect or courtesy shown towards another person, student, or staff member.

7. **Dress/Appearance** - Articles of clothing which do not fall in line with the school and district dress policy. This policy appears previously in this handbook.

8. **Electronic Devices** – Students are not to use personal electronic devices (PED's) of any kind in any way during the school day without special permission. This includes but is not limited to cell phones, smart phones, iPads, tablets, laptops, earbuds, headphones, speakers, or any other mobile electronic device. Devices that are found will be confiscated and the student may face appropriate disciplinary action. The school is not responsible for any devices that are stolen, lost or damaged.

10. **Electronic Vandalism** - The act of willful damage to computer hardware, iPads, software, or network connections belonging to the school. The student will be responsible for restitution, repair and/or replacement, as well as appropriate discipline. IC 35-43-1-2

11. **Extortion** - The act of extorting or attempting to borrow any money or anything of value unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat. IC 35-45-2-1

12. **Food Fight** - The willful and intentional throwing of food and/or beverage items or containers.

13. **Forgery** - The act of fraudulently using or falsifying names, dates, grades, addresses, or other information (i.e. parent notes, hall passes, false identification, etc.). IC 35-43-5-2

12. **Gambling** - The act of being involved with the betting or wagering of money or anything of value. This includes, but is not limited to, cards, dice, and sporting events. IC 35-45-5-2

14. **Gangs** – The presence of gangs, cults, and occults can cause a substantial disruption of the learning process and acceptable school activities. IC 35-45-9-3

15. **Harassment** - Threats, coercion, or intimidation towards another person through verbal statement, gestures, or physical contact. IC 35-45-5-2-1

16. **Inappropriate Behavior in the Cafeteria** - Messing tables and/or floor, failure to return trays, horseplay, running to lunch, crowding in line, and the like.

17. **Indecent Exposure** - Improper exposure of personal body parts. IC 35-45-4-1

18. **Insubordination** - The failure to comply with reasonable rules and/or requests from school personnel or other persons in charge of students.

19. **Intimidation** - The act of taunting or threatening another person. IC 35-45-5-2-1

20. **Loitering** - A student is considered loitering when he or she is not in his or her assigned area or in building or places in building at inappropriate times.

21. **Misuse of Safety Equipment** - The act of tampering with or misusing a fire extinguisher, alarm system, or other safety equipment. The placing of fraudulent 911 emergency calls is also a violation of this policy. IC 35-44-2-2

22. **Obscenity** - The act of engaging in conduct, in oral or written form, or in pictures, caricatures, or gestures, including clothing, jewelry, or hair style, which is profane, indecent, lewd, vulgar, or otherwise offensive to the general standards and purposes of the school and/or community. This includes language that is racially, culturally, or otherwise insensitive. IC 35-49-2-1

23. **Other Acts of Disruption** - Acts detrimental to the educational process or safety of others will be handled by the classroom teacher and/or administration.

24. **Physical Altercation** - The act of participating in a physical altercation on school property, at any school-related activity, or going to or from school. IC 35-45-1-3
25. **Plagiarism** - To use the writing or ideas of another as one's own without proper acknowledgment.
26. **Sexual Harassment** - The use of sexually-related verbal statements, gestures, or physical contact.
27. **Stealing** - Taking anything that belongs to the school or to another person at any time on school property or at any school-related activity. IC 35-43-4-2
28. **Tardy** - A student is tardy when he or she is not inside the classroom when class is scheduled to begin.
29. **Tobacco Products** - The use or possession of cigarettes, e-cigarettes, Juuls, other vaping devices, other types of tobacco, matches, lighters, or any such paraphernalia on school property, at school events, or while in route to school or school activities. IC 35-46-1-10.5
30. **Truancy** - A student is truant when he or she is somewhere on school property without proper authorization or is absent from school for an invalid reason. IC 20-33-2-6
31. **Vandalism** - The act of willful damage to property belonging to the school or to another person while under school jurisdiction. The student will be responsible for restitution (repair or replacement) and subject to appropriate discipline. IC 35-43-1-2
32. **Verbal Altercation** - Participating in a verbal argument with another person on school property, at any school-related activity, or going to or from school. IC 35-45-1-3

The following examples are not inclusive and are not the only acts or conditions for which disciplinary action is warranted, nor do they in any way limit this policy. All violations are subject to Indiana Code 20-33-8-14: Grounds for Expulsion or Suspension (Appendix B). **ALL DISCIPLINARY VIOLATIONS WILL ACCUMULATE FOR THE ENTIRE SCHOOL YEAR.**

## APPENDIX B

### INDIANA CODE Student Due Process

#### 20-33-8-14: Grounds for Expulsion or Suspension.

(A). The grounds for expulsion or suspension are student misconduct or substantial disobedience and apply when a student is:

- (1). 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,
- (2). off school grounds at a school activity, function, or event, or
- (3). traveling to or from school or a school activity, function or event.

(B). In addition, students will be recommended for expulsion under the following provisions of Indiana Law:

(1). 20-33-8-16(c) Possession of a Firearm.

- a. No student shall possess, handle, or transmit any firearm on school property.
- b. The following devices are considered to be a firearm 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, 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.
- c. The penalty for possession of a firearm will be ten (10) days suspension and expulsion from school for one (1) calendar year. The length of the expulsion may be reduced by the Superintendent if the circumstances warrant such reduction.
- d. The Superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

(2). 20-33-8-16(e) Possessing a Deadly Weapon.

- a. No student shall possess, handle, or transmit any deadly weapon on school grounds.
- b. The following devices are considered to be deadly weapons as defined in I.C. 35-41.1-8:
  - A weapon, laser or electronic stun weapon, equipment, chemical substance, or

other material that, in the manner it is used or could ordinarily be used, is readily capable of causing serious bodily injury.

- An animal readily capable of causing serious bodily injury and used in the commission, or attempted commission, of a crime.

- c. The penalty for possession of a deadly weapon will be ten (10) days suspension from school and expulsion from school for a period of not more than one (1) calendar year.
- d. The Superintendent shall notify the county prosecuting attorney's office when a students are expelled under this rule.

(3). 20-33-8-17. Legal Settlement.

A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

(4). 20-33-8-15

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- (a) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- (b) the student's removal is necessary to restore order or protect persons on school property;  
Including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

## **SCHOOL TOWN OF HIGHLAND SCHOOL MEAL AND APPLICABLE POLICIES**

The School Town of Highland participates in the federally funded National School Lunch Program which provides free and/or reduced-price school meals to eligible middle school students. Application forms, including federal income guidelines, may be obtained in the Principal's Office or in the Food Service Office after July of each school year. Applications may also be completed online by visiting the Food Service page of the School Town of Highland website. Eligibility for free and reduced meals is determined annually and parents MUST complete applications yearly.

Acceptance in this program may also alter the cost of book rental. Further information may be obtained from the school treasurer regarding textbook assistance and book rental fees.

The middle school has a comprehensive food service program. The school meal program serves breakfast, lunch and a variety of a-la-carte selections. The cost of a student breakfast is \$1.50 for paid students and available at no cost for students who are eligible for the free and reduced program. Breakfast is served daily in the middle school cafeteria from 8:00 am to 8:25 am.

The cost of a daily lunch for students is \$2.25, \$.40 for reduced students, and offered at no cost for eligible free students. Adults, including staff, may purchase a meal for \$3.00. Milk purchased separately costs \$0.50. Students are also permitted to bring their lunch from home and to purchase beverages and incidental items.

In accordance with the School Town of Highland School Wellness Policy, all foods that are provided, not sold, on the school campus during the school day, including foods and beverages provided for classroom parties or holiday celebrations shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards. Therefore, ordering or having food delivered from an outside vendor or by a parent from an outside vendor is not allowed.

## **SCHOOL TOWN OF HIGHLAND MEAL CHARGE PROCEDURES**

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. The School Town of Highland will adhere to the following meal charge procedure.

- Payments to lunch accounts may be made in several ways. Households can prepay on student accounts online by using the Mealtime website at [www.mealtime.com](http://www.mealtime.com). Parents can set up an account that allows them to make credit card/debit card payments, set up low balance alerts, auto replenish functions, and even view what their child purchases. There is a minimal service fee to use the online payment feature. Households are also advised to send payments with their child to turn into the school's food service department. We encourage parents and guardians to remit payments by check or money order to ensure monies are placed on lunch

accounts.

- STOH Board Policy 8500 states that The Board recognizes that circumstances may result in a student's need to charge lunch or breakfast on occasion and shall permit such charges. The Superintendent shall develop procedures regarding meal charges, which shall be implemented by the Director of Food Services. This procedure will provide direction so that students attending Corporation schools who do not have funds in their account or on-hand to cover the cost of their meal at the time of service are treated consistently, parents of students who charge meals are notified when a student charges a meal, and efforts are made to collect the charges made by students so that the unpaid charges are not classified as "bad debt" at the end of the school year.
- Significant negative lunch account balances shall not be permitted.
- If a student has a negative lunch account balance, s/he shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to his/her negative lunch account balance.
- Furthermore, if a student has a negative lunch account balance, the student shall not be permitted to charge any à la carte food or beverage items.
- Any significant negative lunch account balance should be pursued for collection before it is determined to be uncollectible pursuant to Policy 6151. Uncollectable debt may be first offset by funds acquired by inactive accounts. If there are insufficient funds from monies left from inactive accounts, then the district's General Fund will offset the debt.
- Staff members may not charge meals.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.
- At the elementary level an automated call system will notify parents weekly when balances reflect a negative balance in the student's lunch/meal account. At a minimum, these calls are sent 3 days a week, generally on Monday, Wednesday and Friday. The food service manager will also send home letters each week to parents of students who carry negative balances. While we do our best to alert parents that money is needed, it remains the parent/guardian's responsibility to check on balances and ensure that their child has money on their meal accounts.
- Once a child reaches middle school and high school, they are reminded at the cashier's station that money is needed. Additionally, attempts are made to contact households once the student has charged a meal. Students at the secondary levels are relied upon to relay account balance statuses to their respective parents and guardians. We do understand that there are extenuating circumstances that delay prompt payment from time to time. Parents are strongly encouraged to call the food service office or their student's kitchen manager to discuss how to handle that day's meal service.
- All accounts must be settled at the end of the school year and no later than June 30th of the year. Letters will be sent home approximately 20 days before the last day of school to students who have any negative balances either with students or via mail. Negative balances of more than \$20.00 not paid in full ten days prior to the beginning of the new school year will force the Corporation to take action to collect unpaid funds by means of collection agencies, small

claims court, or any other legal method deemed necessary by the Corporation.

- Students who graduate or withdraw from the corporation and have funds left in their lunch/meal food service account can fill out a request for refund form found on the school nutrition website. They can also elect to have the leftover monies transferred to siblings or donated to another student.
- A lunch account becomes inactive after a student withdraws from the school district. An inactive lunch account that has a positive balance of \$10.00 or less may be receipted back into the school lunch fund where the School Lunch Program funds are maintained. An inactive lunch account that has a nominal negative account balance of \$10.00 or less may be offset against the positive balances in the Fund; provided, however, that if the parent requests and can document entitlement to the positive balance in the account, the parent is entitled to a refund of that amount.

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:*

*[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

(1) *mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;*

(2) *fax: (202) 690-7442; or*

(3) *email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

*This institution is an equal opportunity provider.*

## School Town of Highland Acceptable Use Policy

### #Highland4Tomorrow Connected Classroom

**Mission:** Educating today's student for tomorrow's challenges

**VISION:** ALL LEARNERS CONNECTED TO THE GLOBAL COMMUNITY

**BELIEF STATEMENT:**

**Through the application and integration of technology we will promote creativity, collaboration, problem solving and responsible digital citizenship in a world that demands it**

Our connected classroom outcomes include:

#### CREATIVITY

because we value meaningful experiences that shape students' vision for the future and these will foster creativity

#### COLLABORATION

because we value continuous improvement through collaboration. Our devices will connect us to vast resources including people with whom we can collaborate

#### PROBLEM SOLVING

because we value an individualized and personally relevant education where students think critically and gain skills in problem solving. They will be able to apply learning in new situations

#### DIGITAL CITIZENS

because we value a safe and nurturing environment and will make every effort to build digital citizens who are prepared for a successful, productive and responsible future.

Our connected classroom initiative is not about which digital tool is used, Rather, it is about the increased connectivity to people, places, and things. It matters not which device students use to access information, but it matters that we have provided them both the tools and the instruction for use as our district mission suggests. Creating an engaging digital learning environment that doesn't know physical boundaries is key in accomplishing that mission. Providing devices to students connects them to limitless learning opportunities because they will have access to the most current information on any topic through the Internet and to our learning management system where they can communicate, collaborate, create, publish and learn. Teachers will be able to supplement printed resources and provide interactive applications to students like never before.

### **RECEIVING/RETURNING YOUR PERSONAL MOBILE COMPUTING DEVICE**

#### **Distribution of Personal Mobile Computing Devices**

Devices will be distributed each year during the first few weeks of school.

Parents/guardians and students must attend an orientation about STOH'S Connected Classroom initiative to learn about the changes to the learning environment made possible by access to mobile computing devices and policies regarding appropriate device use.

### Daily Use Protocols: Take Home versus Day Users

Take home users are able to use their devices at school as well as at home. To be eligible to be a take home user, students/parent/guardian must have signed the Student Pledge document (see Appendix B) and maintain responsible use of the devices.

Take home users may become day users in the event that payments for repairs or replacements are not paid in full, (apple care only covers accidental damage) or students may have received disciplinary consequences for inappropriate use of a device that results in the student becoming a day user for a certain period of time.

### Returning Personal Mobile Computing Devices

Devices are to be returned to a charging station at the conclusion of each school day if they are not being taken home.

Students transferring out of or leaving School Town of Highland during the school year must return the Personal device (including original power cords, cases and any other district or school issued accessories) before leaving the school. Likewise, graduating seniors will return the Device (including original power cords, cases and any other district or school issued accessories) before leaving the school. If a student does not return his/her Device upon leaving the district, the student will be subject to criminal prosecution or civil liability. The student will also be required to pay the replacement cost for a new Device.

If a student returns his/her Device that has been damaged outside of school, costs for replacement or repairs are the student's responsibility if the damages are not covered under the AppleCare warranty. The district will charge the student the cost of needed repairs, not to exceed the replacement cost of the Personal Mobile Computing Device. If a student is covered under the AppleCare plan, repairs are covered unless the student breaks the device more than once, in which case the student will pay for the repair.

### Identification of Device

Each student's Device will be labeled in the manner specified by the district. Devices can be identified by Serial Number and/or Mac address as well as by a STOH district asset tag.

### CARING FOR THE DEVICE

The Device is district property. All users will follow these guidelines and the STOH Acceptable Use of Technology Policy (Appendix C)

Students are responsible for the general care of their school-issued Device.

Students must take any damaged Device or devices failing to operate properly to their teacher. Teacher will report damages to the school help desk for evaluation and/or repair.

### General Precautions

Use only a clean, soft cloth to clean the screen. Do not use cleansers of any types.

Carefully insert cords and cables into the Device to prevent damage.

Device and district-issued covers must remain free of any writing, drawing, stickers, or labels not the property of STOH.

Never leave your Device in an unlocked locker, unlocked car or any other unsupervised area.

### **Carrying Devices**

The district provides students with protective cases for their Device. These cases have sufficient padding for typical use.

Students must keep their Device inside the protective cases. Cases should not hold other objects. Folders, workbooks etc, should be kept in a book bag or carried separately to avoid placing excessive pressure and weight on the Device screen.

### **Screen Care**

Screen damage will occur when excessive pressure is applied to the screen. Users must avoid leaning on the top of the device or placing objects in a book bag or protective case in a way that applies pressure to the screen.

Do not bump the Device against lockers, walls, car doors, floors, etc., as it will crack/break the screen.

### **USING YOUR PERSONAL MOBILE COMPUTING DEVICE**

Devices are intended for use at school. In addition to teacher expectations for device use, students may access school messages, announcements, calendars and schedules using the Device through the designated learning management system. (Google Apps for Education - will go live this year).

### **Devices Left at Home**

When students are given access to take the device home, it is the student's responsibility to bring the device back to school the following day fully charged. Those who leave the Device at home are still responsible for completing their daily course work.

Repeated offenses may result in disciplinary action.

### **Devices Undergoing Repair**

The school may issue a loaner Device to a student while his/her Device is being repaired. A student may not receive a loaner immediately. There may be a delay depending upon availability of a loaner.

### **Charging Your Devices Battery**

Devices that stay at school must be returned to the charging station designated by the teacher at the end of the school day.

Devices that go home must be brought to school each day in a fully charged condition. Students must charge the Device each evening. Repeat violation not charging the battery for the school day may result in a student being required to "check out" his/her device daily.

### **Home Internet Access**

Students may establish Wi-Fi connections with their Device outside of school. Students can use the mobile device wherever access is available.

### **Camera Use**

The Device comes equipped with photo and video capabilities.

The Family Education Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age certain rights with respect to student's education records including photographs. You can read more about FERPA online at <http://www.highland.k12.in.us> technology pages.

For this reason, students must obtain permission to publish or make publicly available a photograph or video on school related activity. Unauthorized recordings are subject to disciplinary action in accordance with the district's Acceptable Use Policy (see Appendix C).

School Town of Highland retains the rights to any recording and/or publishing of any students or staff member's work or image.

## **MANAGING YOUR FILES AND SAVING YOUR WORK**

### **Saving to the Cloud**

Students may save their work to their personal cloud drive and shared files or folders with other student and/or teacher(s), since they will have limited storage space on their Device. Each student has unlimited use of personal cloud storage in the Google domain with the School Town of Highland. Files are personal to the students until the student shares them with another user. STOHL retains the right to any recording and/or publishing of any student or staff member's files or folders stored on the Google Highland domain. Students will download files to work on them and save them back to the cloud. It is each student's responsibility to ensure that his/her work is not lost due to mechanical failure or accidental deletion.

Device malfunctions are not an acceptable excuse for failure to submit work.

### **Network Connectivity**

STOHL makes no assurance that the network will be operational at all times. In the rare instance that the network may not be operational, the district will not be responsible for lost or missing data.

## **APPLICATIONS ON PERSONAL MOBILE COMPUTING DEVICES**

### **Originally Installed Applications**

The applications originally installed by STOHL on each Device must remain on the Device in usable condition and readily accessible at all times.

You may not remove these required applications, and staff will periodically check Devices to ensure the students have not removed them. The school may also add other applications periodically.

Some licenses for application require that the application be deleted from the Device at the end of a course. If this applies to an application students use, technology staff will re-sync the devices of the students in that course.

### **Additional Applications**

STOHL syncs Devices so that the devices contain the necessary application for school work.

Teachers will be permitted to load additional applications on their Device as long as they do so in accordance with the district's Acceptable Use Policy. You can read the entire Acceptable Use of Technology Policy in Appendix C.

### **Inspection**

Staff may randomly select students and ask them to provide their Device for inspection without warning or probably cause

### **Procedure for Reloading Applications**

If technical difficulties occur or unauthorized applications are discovered, technology staff will re-sync the Device. The School Town of Highland does not accept responsibility for the loss of applications or documents deleted due to a re-sync.

### **Application Upgrades**

The district will distribute upgraded versions of licensed applications from time to time through network processes or manually by a technician.

### **DIGITAL CITIZENSHIP**

Digital Citizenship is a concept that helps students understand how to use technology appropriately in a society full of technology.

The district expects students to use technology appropriately and responsibly whether in electronic communication or participation.

The district has electronic precautions in place in order for students to participate safely and securely in this environment and enjoy the rights of a digital world in an educational setting.

### **District and Teacher Responsibilities**

The school will provide Internet access and cloud access to students while on school properties.

School staff will help students conduct research and ensure student compliance with the district's Acceptable Use Policy (see Appendix C)

Filtering/blocking of inappropriate Internet materials is done at the district level.

STOH reserves the right to investigate any inappropriate use of resources and to review, monitor, and restrict information stored on or transmitted via STOH owned equipment or resources.

### **Student Responsibilities**

Students will abide by the district's Acceptable Use of Technology Policy (see Appendix C) and :

- contact and administrator about any security issue they encounter
- monitor all activity on their personal accounts
- always shut down and secure their Personal Mobile Computing Device after use to protect their work and information
- report email containing inappropriate or abusive language or questionable subject matter to a teacher or administrator.
- return their Personal Computing Mobile Device to the issuing school on the date they withdraw from school or transfer to another school. (This also applies to seniors who leave school mid-year or who graduate).

### **Parent/Guardian Responsibilities**

Parents/Guardians are required to attend an orientation session annually.

All district-issued devices contain a filter for use at home. Parents/Guardians are expected to monitor student activity at home, especially Internet access just as you would with a personal device.

Devices are for student-use. The proper use and content of the device is the responsibility of the student regardless of whether another user may have accessed the device. Disciplinary action will be taken if inappropriate content is found on the device regardless of whether it was accessed at home or at school.

Talk to your children about the rules and standards you expect them to follow as they use the Internet just as you talk to them about their use of all other media information source, such as television, telephone moves, radio, etc. You can find tip sheets for sharing age-appropriate concept with your children at the following websites:

<http://www.common sense media org/educators/educate-families/tip-sheets>

### **Creative Commons Copyright**

At a teacher's discretion, student work may be uploaded to the Internet.

The students own the copyright to his/her original work(s). Students will be encouraged to select one of the Creative Common Copyright licenses to include with their work. This license will state how their work can be used by others.

### **Device Care**

Each student is responsible for maintaining his/her Device in the case provided.

Only labels or stickers approved by STO H may be applied to the Personal Mobile Computing Device or district approved protective case. Device protective cases furnished by the school district must be returned with only normal wear and no alterations to avoid a case replacement fee (\$25 for iPad).

Malfunctioning or damaged mobile computer devices must be reported to a teacher and then sent to the technology department. STO H will be responsible for repairing mobile computing devices that malfunction.

AppleCare covers repairs (1st instance \$49.00, 2nd instance \$49.00 assuming accidental damage). Coverage is accidental damage only. If the damage is deemed malicious intent, the student will pay for all repairs.

Stolen or lost Personal Mobile Computing Device must be reported within 48 hours to the school and/or the local law enforcement agency so that a police report can be filed.

## **DEVICE DAMAGE OR LOSS**

### **Terms of the Device Agreement**

Terms and conditions that apply to the usage of the Device

- Families will pay \$49.00 per student for the 1st incident considered accidental damage.
- Families will pay \$49.00 per student per second incident considered accidental damage.
- The AppleCare Plan covers parts and repair for system-related issues or failures occurring from normal use and accidental damage. It does not cover intentional damage associated with misuse of the Device. It also does not cover the repair or replacement of charging cables, protective cases, keyboards or other accessories.
- In the event a Device is stolen or lost, the student or parent/guardian must report the theft or loss to the schools and file a police report within 48 hours in order to avoid paying the cost to replace the device.

Students will comply at all times with STOH's Personal Mobile Computing Device Agreement (see Appendix A). Failure to comply ends the right of possession effective immediately

### **Title**

Legal Title to the property is with the district and shall at all times remain with the district.

The right of possession and use is limited to and conditioned on full and complete compliance with the Personal Mobile Computing Device agreement. The student is responsible at all times for the device's appropriate care and use.

### **Repossession**

STOH reserves the right to repossess any Device for failure to comply with any or all terms of the Device agreement.

### **Liability**

STOH reserves the right to demand the return of the Device at any time. Device agreements are good for one year (from the first day of school in the school year until the last day of school in that same school year), unless the agreement is terminated earlier.

Failure to return the Device to the issuing school before departure from the district may result in criminal charges brought against the student and/or person in possession of the Device.

### **Intentional Misuse**

Students are responsible for the entire cost of repairs to a Device they intentionally misuse, abuse or damage. Students will become day users until balance for repair or replacement is paid in full.

Estimated Repair Pricing for Repeated or Deliberate Damage or Neglect: based on apple pricing policies

If you are found to have intentionally stolen a device, and the device cannot be retrieved, students will be charged fair market value for the item.

### **Unintentional Loss of Theft**

Students are responsible for the Device assigned to them. Tips to avoid loss/theft of the device:

- Never leave the device unattended in a public place
- Secure electronic items in a vehicle out of sight, preferably locked in a trunk when the car is unattended. Leave devices at school or home, when they are not being used for school related work.

In the event of loss of theft, appropriate actions are given below:

In the event of accidental loss:

In the event a Device is lost, the student or parent/guardian must report the loss to the school and pay fair market value for the device. Students will become day users until the full balance is paid.

In the event the device is recovered, the replacement cost paid to date will be refunded.

In the event of catastrophic loss:

In the event a Device is lost or damaged beyond repair by an act of nature or man beyond control, the student or parent/guardian must report the loss to the school. Examples include but are not limited to a fire or automobile accident. Once the event is confirmed, the student will be assigned a new device.

In the event of theft or vandalism on campus:

In the event a Personal Mobile Computing Device is stolen, vandalized, etc., the student or parent/guardian must file a police report with the school resource officer when incidents of loss, theft, vandalism, etc., occur on campus. Once theft has been confirmed, a new device will be issued to the student.

In the event of theft or vandalism off campus:

In the event a Personal Mobile Computing Device is stolen, vandalized etc., the student or parent/guardian must file a police report within 48 hours of theft, vandalism, etc. and provide a copy of the complete police report to the school. Once theft has been confirmed, a new device will be issued to the student.

The procedures for determining the type of loss and course of action include:

1. Personal meeting with student and administrator to investigate loss
2. Person call or meeting with administrator and parent
3. Determinations when and how a new device can be issued to a student

APPENDIX B: STUDENT PLEDGE FOR USE OF A PERSONAL MOBILE COMPUTING DEVICE

1. I will take proper care of the Personal Mobile Computing Device
2. I will not loan the Personal Mobile Computing Device or charger and cords to others
3. I will be accountable for the Personal Mobile Computing Device at all times
4. I will charge the Personal Mobile Computing Device battery daily
5. I will not leave the Personal Mobile Computing Device in an unlocked vehicle
6. I will keep food and beverages away from the Personal Mobile Computing Device
7. I will not disassemble any part of the Personal Mobile Computing Device nor attempt repairs.
8. I will not remove district-required applications
9. I will protect the Personal Mobile Computing Device by carrying it in the case provided
10. I will not stack objects on top of the Personal Mobile Computing Device
11. I will not leave the Personal Mobile Computing Device outside or use it near water
12. I will save data to the cloud. (STOH will at times re-sync Personal Mobile Computing Device. All files not saved to the cloud will be deleted during this process. Students are ultimately responsible for saving their personal files.)
13. I will not place decorations (such as stickers, marking , etc.) on the Personal Mobile Computing Device.
14. I will not deface the serial number, manufacturer labels or district labels on any Personal Mobile Computing Device
15. I will follow district policies outlined in the Personal Mobile Computing Device Guide and the district's acceptable use policy.
16. I will file a police report in case of theft, vandalism or other violation.
17. I will be responsible for all damage or loss caused by neglect or abuse
18. I agree to return the Personal Mobile Computing Device, case and power cords in good working order.

I agree to the stipulations set forth in the PMC Guide, STOH acceptable Use Policy and accompanying rule and forms, and the Student Pledge for Use of the Personal Mobile Computing Device. I understand my Personal Mobile Computing Device is subject to inspections at any time without notice and remains the property of the School Town of Highland.

Student Name (Please Print) \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

My initial affirms that I have received my device and its accessories. \_\_\_\_\_

## APPENDIX C: SCHOOL TOWN OF HIGHLAND ACCEPTABLE USE POLICY

### Acceptable Use of Technology

**Purpose:** To establish the foundation for technology literacy for the students and employees of the School Town of Highland.

By providing access to technology, the district intends to promote educational excellence in schools by facilitating resource sharing, innovation, communication and learning and by allowing access to resources unavailable through traditional means.

The availability of Internet access provides a unique educational opportunity for students and staff to contribute to the district's presence on the worldwide web. This medium of communication provides an opportunity to share accurate information with the community, the state and the world about the district's curriculum and instruction, school authorized activities and other related information. The district provided this instruction resource as an educational tool for staff and the technology acceptable use policy will govern it uses. The failure to follow this policy may result in the loss of privileges or other disciplinary measures as outlined in

The School Town of Highland has taken precautions to restrict access to inappropriate materials on the Internet. However, on a global network it is impossible to control all materials and a persistent user may discover inappropriate information. The school district believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure materials that are not consistent with educational goals of the district. Users are responsible for reporting to the district's director of technology or his/her designee controversial or inappropriate websites they are able to access so the websites can be added to the district's filter.

In order to maintain access to the Internet, employees and students will abide by the rules and regulations for acceptable use. Unauthorized or inappropriate use of technology may include, but is not limited to: taking pictures or recording without permission, cheating, harassment or bullying, use during unauthorized times or use for unauthorized activities.

It is the purpose of this policy to establish basic rules for access/use of the Internet by students and employees in the School Town of Highland so that all use of this valuable resource is appropriate.

### SCHOOL TOWN OF HIGHLAND

#### **Acceptable Use Policy**

This administrative rule governs the use of the district's computers, network, Internet and electronic research and communication resources by district employees, students and guest users and the use of personal electronic devices used on school property or during school-related events. It is intended to protect the integrity of district operations and instructional programs, as well as to outline the rights and responsibilities of district employees and guest users. These rules will be in effect at all times.

#### Scope

This administrative rule applies to the following persons/entities.

- all district employees including regular, part-time, temporary and contract employees
- all students enrolled in district schools
- all other authorized users of any of the district's technology resources, regardless of district affiliation or reason for usage
- all district owned or operated technology resources or systems which are subscribed to and/or paid for by the district
- all personal electronic devices used on school property or during school-related events

#### Acceptable Use Agreements

At the beginning of each year, the district will review acceptable use policies through online registration and/or 1:1 parent meetings . At the elementary grades, the teacher or technology assistant will directly control all Internet access. In grades K-12, students will be required to read and sign the acceptable use contract. The contract must also be signed by the parent/legal guardian. Only those students with this signed contract on file will be allowed access to the Internet. Employees must sign a similar contract. These contracts spell out guidelines for Internet use as well as consequences for violating the guidelines.

#### Confidential information

The district's research, information and communication resource systems have security measures in place; however, such measures do not guarantee total security. As a result, information generally considered to be personal or confidential should not be sent via the district's communication resources except through means deployed for that purpose or approved for that purpose. The district cannot assume responsibility for lost or stolen information sent or received via the district's communication resources.

General digital technologies usage and online access The following actions are prohibited.

- Knowingly loading or creating viruses
- Loading or attempting to load software or files onto a school computer without permission
- Loading or attempting to load software or files onto the district network without permission of the information technology department
- Accessing or modifying data without authorization
- Modifying passwords without authorization
- Unauthorized access, including so-called "hacking" or other unlawful activities
- Unauthorized disclosure, use or dissemination of personal information regarding minors

#### Network and Internet usage

Access to the district network and Internet is made available to authorized users for educational and district operational purposes. All authorized users will receive instruction on proper use of the district's network and Internet system. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor every individual student and what data they are accessing on the network. Some students might encounter information that is not of educational value.

The district will not be liable for the users' inappropriate use of the district's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The district will not be responsible for ensuring the accuracy or usability of any information found on the Internet.

The district prohibits the use of its network and the Internet to intentionally access, view, download, store, transmit or receive any information that contains material which is in violation of any district policy or administrative rule, or any local, state and/or federal laws or regulations.

Prohibited material includes, but is not limited to, the following.

- Obscenity or pornography
- Threats
- Material that is intended, or could reasonably be perceived, to be harassing or discriminatory
- Inappropriate use of material that is copyrighted or protected by trade secret
- Material used to further any commercial business, product advertising, virus transmission or political activity
  - Material that is potentially disruptive of the learning environment

The district reserves the right to monitor and/or review all uses of the district network and the Internet, and users should not have any expectation of privacy in any information accessed, viewed, downloaded, stored, transmitted or received.

#### Accessing inappropriate sites

The school district will use technology protection measures to the best of the district's ability to protect students from inappropriate access. Employee, student and visitor activities may be monitored by the district to detect unauthorized uses of the Internet and or access to inappropriate sites that have visual depictions that include obscenity, child pornography and other pornography or otherwise are violations of this administrative rule.

#### Reporting

District and school computer technicians as well as other district employees who are working with a computer and come across sexually explicit images of children must report this to local law enforcement. The report must include the name and address of the owner or person in possession of the computer.

#### Off-campus conduct

Students, parents/legal guardians, teachers and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

#### Personal use of social media

When staff members or students publish content, post pictures or maintain dialogue through Facebook or any other social networking tool, the professionalism, integrity and ethics in their role as an educator or student should never be compromised.

A Facebook fan page may not be used to replace a school or class website. A Facebook fan page is limited to extracurricular activities and clubs outside of the regular classroom. Staff members who want to use fan pages for student groups must have approval from the building administrator and from the district. Inappropriate use of social media or electronic communication tools may result in disciplinary action up to and including dismissal.

## Electronic mail (email) usage

The district's email system is made available to authorized users for educational and district operational purposes. All authorized users will receive instruction on proper use of the district email system.

The district prohibits the use of its email system for unprofessional and/or inappropriate purposes to include, but not be limited to, the following.

- Creating, transmitting or receiving emails containing any language or depictions that could reasonably be perceived by others as being offensive, threatening, obscene, sexual, racist or discriminatory
- Any use that violates local, state and/or federal laws or regulations
- Setting up or operating a commercial business

All electronic messages created, transmitted or received via the district's email system, including those created, transmitted or received for personal use, are the property of the district. The district reserves the right to archive, monitor and/or review all use of its email system and users should not have any expectation of privacy in any electronic message created, transmitted or received on the district's email system.

## Handheld communication device usage

District-issued cell phones or other handheld communication devices are to be used only by the employee to whom the phone or communication device was issued and are to be used only for matters directly related to

the employee's job responsibilities. The district reserves the right to monitor and/or review all use of district- issued phones and communication devices and users should not have any expectation of privacy in any use of a district-issued phone or communication device.

## Personal use of district research, information and communication resources

Limited personal use of district computers, the district network and the Internet and electronic research and communication resources is permitted to the extent that such use does not disrupt or interfere with the operation of the district and its instructional programs. Excessive personal use that may or does so disrupt or interfere is prohibited.

## Third party access to systems and/or data

Within limited circumstances, the district sub-contracts specific work to be performed on behalf of the district in areas including, but not limited to, software development, system support, hardware acquisition and provisioning, and training. As part of these agreements, specific authority is granted to the sub-contracted third party to access the district's network and data, including student information and financial information. These agreements and authorizations of access to systems, networks or data are temporary in duration and bound by non-disclosure principles, confidentiality and time frames established within the agreement between the district and any third party. All local, state and federal statutes, laws or regulations regarding confidentiality of student information or financial information apply.

Sub-contracted work being performed on behalf of the district is limited to the specified parameters within the agreement. Upon completion of the agreed upon work, access to district systems or data is to be considered terminated. This termination of access will be accomplished either by manual action taken by

the district technology department, or considered as the default access status of the third party following the completion of agreed upon work or tasks.

At no time will access to systems or data be continued beyond the completion of work or duration of specified time. Any physical or virtual access, either locally or remotely, to networks, systems or data must be approved by the district technology department or the superintendent. No other district entity holds the authority to grant access to any networks, systems or data. In circumstances where access is granted, the specific access is valid only for the duration of specifically agreed upon work and/or time frames. At the completion of agreed upon work, access is considered terminated. Once access is considered terminated, new authorization of access must be granted by the district technology department or the superintendent prior to any new work, continuance of work or attempted access. Continuance of access authority is never automatic or to be assumed by any third party.

## Violations

All authorized users of district research and communication resources are expected to report any use that is believed to be unauthorized, excessive or otherwise in violation of this administrative rule. District employees who witness, experience or otherwise learn about a suspected violation should report the matter to their immediate supervisor. Students who witness, experience or otherwise learn about a suspected violation should report the matter to a teacher or school administrator. Other authorized users who witness, experience or otherwise learn about a suspected violation should report the matter to a district administrator.

An employee's personal use of non-district issued electronic communications resources outside of working hours will be the concern of, and warrant the attention of, the board if it impairs the employee's ability to effectively perform his/her job responsibilities or as it violates local, state, or federal law, or contractual agreements.

All suspected violations will be investigated thoroughly. If it is determined that a violation of this administrative rule has occurred, the following disciplinary and/or corrective actions may be taken.

- Review of and possible changes to the level of supervision and the circumstances under which use is allowed
- Limitation, suspension and/or termination of the violator's user privileges
- Disciplinary measures determined to be appropriate based on the seriousness of the violation, up to and including termination or expulsion
- Report to law enforcement when the violation is believed to constitute a violation of a state or federal law or regulation

## Use of Personal Electronic Devices in School

Purpose: To establish the basic rules for the board's permission of student use of cellphones and other personal electronic devices in schools.

For purposes of this policy, a personal electronic device includes, but is not limited to: cell phones, pagers, gaming devices, or other devices that emit an audible signal, vibrate, display a message, display or record an image, or otherwise summon or deliver a communication to the possessor. Students may possess a cell phone or other personal electronic device in school, as long as it is used during authorized times and is not disruptive to the educational environment.

Unauthorized use of a cell phone or other personal electronic device may include, but is not limited to: taking pictures or recording without permission, cheating, harassment or bullying, use during any emergency drill, use during unauthorized times or use for unlawful activities.

Parents/legal guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/legal guardians during the school day with permission of the administration.

### Elementary school

Elementary students may not use or display cellular phones, beepers and pagers while on school property during school hours. (The start and end of school will be denoted by the start and end bell.) Exceptions: with Teacher or Administrator permission.

### Middle School and High School

High school students may use electronic devices such as cellular phones, electronic pagers or any other communications devices before and after school, during their lunch break, within "free zones" as determined by the principal, and/or for educational and/or instructional purposes only as deemed appropriate by the teacher and approved by the principal. Any other use of wireless communications is considered misuse and violations may result in disciplinary action. Middle school students may not use personal electronic devices at any time during school hours on school property.

Consequences for inappropriate use may include, but are not limited to:

- warning/confiscate device and return to student at the end of the school day
- confiscate device/return to parent/legal guardian
- confiscate device/return device to parent/legal guardian and privilege to have device is revoked for the remainder of the school year
- confiscate device/return at the end of the school year

Possession of a personal electronic device on school property acknowledges consent to search the contents of the device in a school or criminal investigation. In such investigations, students will provide necessary login information as needed.

A student in possession of a cell phone, or other personal electronic device in conflict with this policy will be subject to discipline.

## APPENDIX D: SCHOOL TOWN OF HIGHLAND PERSONAL MOBILE COMPUTING DISCIPLINE PLAN

### Level 1 Violations

Include but are not limited to: repeated uncharged device, unprepared for class, careless or irresponsible use, off task behavior.

1st offense - teacher based discipline

2nd offense - teacher based discipline

3rd offense - teacher-based discipline with parent contact

4th offense - refer to administration

Examples of teacher-based discipline include:

- verbal redirection
- student/teacher conference
- restricted use in the classroom
- alternate assignments
- teacher referral
- parent/teacher communication/conference

### Level 2 Violations

Include but are not limited to: acceptable use policy violations, photographing/filming other without permission or against their will, bullying with the device, harmful or malicious activities, accessing and/or sharing inappropriate websites, materials, videos or photos.

Examples of administrator discipline include:

- students/administrator conference
- restricted use of device/restricted user
- In-School Suspension (1-5 days)
- Out of School Suspension (1-10 days)

Any offense classified as level 2, a major classroom disruption, or criminal conduct will be referred immediately to an administrator and/or the School Resource Officer. The administrator will notify parents and determine discipline. Only an administrator can assign ISS or OSS.

### Level 3 Violations

Include criminal offenses that require the involvement of law enforcement and may require arrest and/or a recommendation for expulsion.

Possession and use of personal and/or school issued electronic devices on school property acknowledges consent to search the contents of the device in a school or criminal investigation. In such investigations, students will provide necessary login information as needed. Misuse of technology outside of school that impacts the people or environment on campus may also necessitate similar disciplinary consequences and searches.

The administration reserves the right to handle any of the above actions or any other action determined to be a misuse of technology in the manner they feel is the most appropriate for all concerned. For additional information on acceptable use of technology, please refer to the STOH Technology Acceptable Use Policy.