



SOUTH VERMILLION MIDDLE SCHOOL STUDENT HANDBOOK

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DAILY SCHEDULES

Regular Schedule

1st : 8:15 – 8:59

2nd : 9:03 – 9:47

3rd : 9:51 – 10:35

Connect: 10:39 – 11:09

A : 11:13 – 11:58

B : 12:04 – 12:49

4th: 12:53 – 1:37

5th: 1:41 – 2:25

6th : 2:29 – 3:20

2 Hour Delay Schedule

1st: 10:15 – 10:45

2nd: 10:49 – 11:19

A: 11:23 – 12:08

B: 12:14 – 12:59

3rd: 1:03 – 1:33

4th: 1:37 – 2:07

5th: 2:11 – 2:41

6th: 2:45 – 3:20

No Connect Schedule

1st: 8:15 – 9:08

2nd: 9:12 – 10:04

3rd: 10:08 – 10:59

A: 11:03 – 11:49

B: 11:55 – 12:41

4th: 12:45 – 1:30

5th: 1:34 – 2:19

6th: 2:23 – 3:20

SOUTH VERMILLION MIDDLE SCHOOL TEAMING GOAL

The intent of South Vermillion Middle School is to develop a total educational program, one which is conducive to the developmental, as well as academic, growth of our young adults. We strive toward making students aware of their abilities as thinking and feeling individuals who are able to take an active role in their education and in their lives. This represents a significant change from the traditional role of the student.

THE MISSION OF SOUTH VERMILLION MIDDLE SCHOOL

The mission of South Vermillion Middle School is to enable all students to develop excellence in academic achievement and social responsibility by providing a variety of well-rounded programs in a safe, positive environment that includes parents and community.

NO CHILD LEFT BEHIND (NCLB) FEDERAL LEGISLATION

Notice to Parents:

You are hereby notified of your right to obtain information about the qualifications of your child's teacher(s). At your request, the District will provide the following information:

1. whether the teacher has met state qualifications for licensure for the grade level and subjects being taught by the teacher;
2. whether the teacher is teaching under a teaching or assignment waiver;
3. the teacher's degree major and any other license or graduate degree held by the teacher; and
4. the qualifications of any instructional support providers if the student is served by educational assistants or other instructional support providers.

If you would like this information, please submit a written request to:

**South Vermillion Middle School
950 W. Wildcat Drive
Clinton, IN 47842**

GUIDANCE AND SPED COORDINATOR SERVICES

The Guidance Counselor provides services to students, parents, and teachers. These services include a variety of activities which are described briefly here.

One of the primary responsibilities of the Guidance Counselor is to provide counseling services to students, counseling or consultation with parents, and/or consultation with school staff. To be effective, the Guidance Counselor must adhere to, and respect, student confidentiality.

The Guidance Counselor provides academic advice to all students, with emphasis placed on assisting eighth grade students as they prepare for the transition to high school. The counselor also educates eligible 7th and 8th grade students and families about the 21st Century Scholar program.

The SPED coordinator is responsible for any and all Public Agency Representative (PAR) responsibilities. The PAR creates, oversees, and facilitates conferences for students with an Individualized Education Plan (IEP). Students with an IEP receive Special Education services. As such, the Guidance Counselor works hand in hand with special education teachers, the Covered Bridge Special Education District, students and families to ensure that every student has his or her best chance at success.

The Guidance Counselor facilitates iLearn.

Students may email the Guidance Counselor to request an appointment or have their teacher contact the counselor to determine availability. Usually, appointments will be made for the student's study hall period; however, other arrangements can be made, if necessary.

ATTENDANCE POLICY

In order for each student to receive the best education, it is necessary that attendance be considered as the first priority of all students, parents, and school staff.

The South Vermillion Middle School provides a complete and varied curriculum which meets the basic needs of all students and gives each an opportunity to explore new areas. Attendance in all classes is essential if students are to benefit from the school offerings.

Students' first 10 absences will be excused with a parent's/physician's note as long as they concur with state guidelines (personal illness, death in family, etc.). After the tenth parental/physician note, absences will only be excused with a written physician's note. If a physician's note is not presented after the tenth parental note, the absence will be UNEXCUSED. Any absence involving medical care from a doctor or dentist should be verified with a doctor's statement upon return to school. All dates that the student was under a doctor's care need to be on the statement.

An UNEXCUSED absence is defined as one not following state guidelines or one in which a physician's note is not presented after the ten days of parental notes have occurred. Unexcused absences include "personal reason", babysitting, getting haircut, etc. Students with unexcused absences will be assigned disciplinary action. After three unexcused absences, a student will be classified a habitual truant and the courts will be notified. Their continued enrollment in school will be jeopardized.

Vacation – The parent/guardian of the student must fill out a vacation form (school website) at least two weeks prior to the vacation. If the student has missed 10 days or more, the student will be subject to the consequences that accompany "unexcused absences".

Parents will receive letters of notice after the fifth and tenth absences.

HABITUAL TRUANT

Under I.C. 20-33-2-25, the Superintendent or an attendance officer having jurisdiction **shall** report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court **or the department of child services**. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 30-40.

- A. A "habitual truant" is defined as a student who has ten (10) or more days of unexcused absences or being absent without a parental request filed with the school in one school year.**
- B. All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana Code 20-33-2-11, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's attendance record has improved as determined by the principal upon review of the student's record of at least once per school year.
- C. Procedures developed for the administration of this policy, shall include provisions for periodic review of all students determined to be habitual truants, and their reclassification, when warranted. These procedures will be developed by the Superintendent or his/her designee.
- D. The student's principal is required to report to the Indiana Bureau of Motor Vehicles of the student's status as a habitual truant.
- E. The student upon initial designation of being a habitual truant is entitled to the same statutory procedures as a student who is being expelled.

Legal Reference: I.C. 20-33-2-11

EXEMPT

Under certain circumstances, the law requires the school to authorize the absence and excuse of a student: serving as a page or honoree of the General Assembly (IC 20-33-2-14); serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15); when subpoenaed to testify in court (IC 20-33-2-16). In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school.

All students, including those in kindergarten, enrolled in South Vermillion Schools are subject to compulsory attendance laws. (IC 20-33-2-6). Parents will be held accountable for student attendance. (IC 20-33-2-27) It is unlawful for a parent to fail to ensure that the parent's child attends school as required under this chapter.

ATTENDANCE

- 1. ON THE DAY A STUDENT IS GOING TO BE ABSENT, it is the responsibility of the home to contact the school. A parent or guardian should call the school between 8:00 a.m. and 8:30 a.m. We are required by law to know where all students are and why they are not in school.
- 2. NOTES will be required when there is no contact between the school and the home during a student absence. Bringing a note or having a parent or guardian call the school will be required; otherwise, the absence will be considered a truancy.
- 3. UNEXCUSED ABSENCES will be recorded if there is neither a phone call nor a note within the required time. This type of UNEXCUSED ABSENCE will result in the student being assigned time in isolation and/or disciplinary actions to make up for the absence.
- 4. THE DAY FOLLOWING AN ABSENCE, the student must report to the office to turn in their parent note if their parent has failed to call.

5. If the student is absent from school for more than a ½ day, the student may not attend after-school activities without the written approval of the principal.

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6. ANY STUDENT WHO LEAVES SCHOOL DURING THE DAY MUST FIRST GET PERMISSION FROM THE OFFICE BY OBTAINING A PERMISSION SLIP. Any student who leaves the school grounds during the school day without first obtaining a permission slip and signing out on the attendance log on the office counter will have their absences recorded as UNEXCUSED. Detention time or another appropriate penalty will be assigned.
7. STUDENT ERRANDS DURING THE SCHOOL DAY, other than those on campus, may not be allowed for legal reasons. Students may not leave the school grounds during the day to go after books, assignments, materials, etc. If a student leaves something at home, they will have to bring it the next day or parents will be called to make arrangements.
8. STUDENTS WILL NOT BE REQUIRED to get a late slip if they are late to class. They will report directly to class. Discipline measures for excessive tardiness will be the responsibility of the classroom teachers. STUDENTS WILL BE REQUIRED to get a tardy slip if they are late arriving to school. Students who arrive late to class must have a pass from a teacher; otherwise, the tardy will not be excused.
9. If a student enters the building after 8:15 a.m., they are tardy to school. The administration will assign the appropriate consequence as described in the section on student discipline. Three tardies to school in the same semester will result in a lunch detention being assigned. Additional tardies will result in ASD and notification of the appropriate officials. This would include the office of Child and Family Services as well as the prosecutor.
- a. It is the parent's responsibility to ensure their child arrives to school on time. The corporation provides transportation to insure this. Failure by the parent to have their child in school before 8:15 a.m. does not waive the consequence for the student's tardiness.
10. Absences –
- a. Excused - Students will make up all missed work. The time allotted for such make up is 1 day for each day missed.
- b. Unexcused - Students will make up all missed work. Administrator will administer consequences.
- c. Out of School Suspension - Students may make up all missed work. Parents may pick up work. It is due the day they return.

*Removed statement about BEHM since we no longer offer this option. It was originally c. in last year's handbook.

DEFINITION OF PERFECT ATTENDANCE

A student will maintain their perfect attendance if they are here the entire school day, 8:15 a.m. to 3:20 p.m.

SCHOOL-SPONSORED FIELD TRIPS

School-sponsored field trips are an extension of the school curriculum. In addition, they also enhance the students' academic and social well-being. Field trips during the school day are not optional and students who are unable to participate, due to circumstances beyond their control, will still need to be in attendance at school. The teacher will assign work related to the field trip experience. The parents' approval of all school-related field trips will be in effect with their signature upon receiving the student handbook. Some field trips may require students to meet specified criteria to be eligible to attend.

STUDENT DRESS

Please consider that dress guidelines are not devised to infringe on individual tastes or preferences, but that they are necessary to provide a sound educational process. **This policy is in effect at all school functions and events.** Ultimately, we ask that students exercise reasonable judgment as spelled out in the following guidelines.

1. Students' physical appearance must be deemed appropriate at all times by administration.
2. Shoes or sandals are to be worn at all times during the school day.
3. Shorts, skirts, or dresses without leggings must be fingertip length. Leggings are acceptable if worn with an article of clothing that is waist band length [where no skin shows]. Skin must not be visible through the legging material.
4. No skin is to be exposed between the waist of pants, shorts, or skirts and the bottom of the upper garment (shirt, blouse, sweater, and the like). There should be NO holes in pants, shorts, or skirts above the fingertip length or otherwise deemed appropriate by administration. Tops that are revealing are not permitted, including spaghetti strap tops.
5. Hats, sunglasses and bandanas are not to be worn inside the building unless a special school activity has been proclaimed.
6. Offensive or suggestive slogans, groups, individuals, or offensive designs on clothing, including alcohol, tobacco, or other controlled substances are not permitted.
7. Chains of any type worn as necklaces, wallet chains, or watch chains are not allowed. Shot bead necklaces of any size with the three-hole clasp that may be cinched tightly are not allowed. No spike items on clothing or accessories.
8. Coats, jackets, and book bags are to be placed in lockers during the school day.
9. No Pajama pants or slippers are allowed unless a special school activity has been proclaimed.

Teachers are to send students to the administration if any of the guidelines are violated. There are obviously varied interpretations concerning dress violation. **The final decisions will be made by the school administration. The above are basic guidelines and are not all inclusive.** A student's dress or physical appearance must be deemed appropriate by the administration or will be subject to correction as deemed necessary.

CARE OF SCHOOL PROPERTY

All students should have pride in their school. South Vermillion Middle School belongs to you, and it is your responsibility to help keep it clean. Anyone who damages or destroys school property will be expected to pay for that property.

STUDENT HANDBOOK

This is basically a listing of all the rules and policies that help to create a positive learning environment. Each student is required to keep the handbook. The student handbook cannot address all concerns that may arise and the rules are not all inclusive. The student handbook simply provides guidelines.

BICYCLES

Cyclists must obey all traffic laws and safety rules. Students are not to ride bicycles on school grounds. They must walk bicycles on the sidewalk. Students are to use the bike racks provided. Skateboards are not to be ridden on school grounds. Students are also not allowed to ride motorized vehicles on school grounds.

STUDENT ACCIDENTS

All student accidents should be reported as soon as possible to the nurse. If the nurse is not in her office, report to the main office. If the accident occurs in physical education class, report to the teacher. An accident report must be completed by the classroom teacher and turned in to the office prior to the end of the school day. South Vermillion School Corporation does not provide liability coverage for students who are injured.

DROP OFF AND PICK UP OF STUDENTS

Parents are requested to drop their child off at the gym entrance in the morning on the east side of the building for entry into the middle school. The front entry doors are for visitors, students with disabilities, or students injured and on crutches.

Picking up students at the end of the day can be both hectic and possibly dangerous for our students with the amount of traffic between buses and parents. We ask that parents park in a parking space and allow your child to come to you. Do not pull out to pick them up or block the traffic lanes in the lot or along the curb as this creates extremely unsafe conditions and slows the movement of traffic.

Parents are not to pick students up at the front entry doors at the end of the school day. Your cooperation is appreciated.

MEDIA CENTER

The media center is the organizational site for most print and non-print instructional materials in the school. The center is a place where students and staff visit to browse and select materials for research on individual or group projects.

MEDIA CENTER STUDENT RULES

1. The Media Center will be open each school day from 8:15 a.m. to 3:20 p.m. with staff supervision.
2. All students will visit the media center from their study hall or classroom.
3. Students who visit the media center from their study hall will be required to stay the entire period unless special permission is given from the teacher. No student will be allowed to use the media center without a pass from a teacher.
4. Students' privileges will be suspended permanently for bad conduct or misuse of the media center.
5. No food, gum, or drinks allowed in the media center. No exceptions!!
6. Students are not allowed to use the copy machine, laminator, and cutting board.
7. Students must maintain a quiet atmosphere so that others in the room may work.

MEDIA CENTER CIRCULATION

1. Main collection books can be checked out for two weeks, with the option of renewal.
2. Reference books can be checked out for overnight use.
3. Students may check out 2 books per visit.
4. Books can be returned before school, after school, or during visits to the center on assigned days.
5. Overdue notices will be sent to study halls. If a book is lost or damaged, students will be required to pay the amount to replace the book.
6. Current magazines and newspapers are not available for check out.

STUDENT DANCES

The following policies concern all dances:

1. The school discipline policy and dress code is in effect at all dances.
2. Reasons for exclusions: Students who have received disciplines and/or attendance.

PLEDGE OF ALLEGIANCE, FLAGS, AND MOMENT OF SILENCE

IC 20-30-5-0.5, IC 20-30-5-4.5 requires a United States flag to be displayed in each classroom of a school corporation. This code requires a school corporation to provide a daily opportunity for students to voluntarily recite the Pledge of Allegiance, and provides an exemption for students who choose (or whose parents choose for them) not to participate in the Pledge. It requires a school corporation to establish a daily moment of silence in each classroom, and repeals a law allowing an optional brief period of silent prayer or meditation. This law requires the Attorney General to defend a school corporation in a civil suit based on an act authorized under these provisions.

ANNUAL AHERA NOTIFICATION

Under the Asbestos Hazard Emergency Response Act (AHERA) of 1986, South Vermillion Community School Corporation is required to annually notify all school building employees, building occupants or their legal guardians, of the availability and location of the Asbestos Management Plans and of any post-response action activities, including periodic reinspection and surveillance activities that are planned or in progress.

In the past year, the AHERA related activities conducted have been the Periodic/6-Month Surveillance to maintain current information on the condition of materials in our buildings, and response actions for maintenance, renovation, and demolition of affected buildings. The reports for these activities are available at the Administration Office.

Each year, the planned activities under the AHERA Standard are routine maintenance of building materials and the Periodic/6-Month Surveillance of all building materials. The Periodic/6-Month Surveillance is scheduled for September and March. Maintenance and renovation response actions will be conducted as needed to maintain materials in an acceptable state.

The AHERA Management Plans are available for public review at the Administration Building during normal working hours. A reasonable charge will be made for requested copies of the Management Plan(s).

STUDENT STORAGE AREAS

All storage areas, including but not limited to lockers and desks, are the property of the school corporation. These storage areas are made available for student use on school premises. These facilities are for student use in storing school supplies and personal items necessary for use at school, but are not to be used to store items which cause, or can reasonably be seen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The student's use of the locker or desk does not diminish the school corporation's ownership or control of them. The school corporation retains the right to inspect lockers and desks and their contents to ensure that they are being used in accordance with intended purposes and to eliminate fire and other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen materials and to prevent use of the lockers and desks to store prohibited or dangerous materials such as weapons, illegal drugs, paraphernalia, or alcohol.

Student lockers and desks are school property and remain at all times under the control of the school; however, students will assume full responsibility for the security of lockers and desks.

Random, general inspections of lockers may occur without students being present whenever a reasonable suspicion of contraband being present exists. When an individual student locker is being searched, the student should be present, if possible or practical.

Parents and students are also advised that a locker that is the property of the South Vermillion Community School Corporation is subject to search by school officials or law enforcement officials without notice at any time. This includes a general search of lockers of all students or searches of individual lockers. The Indiana State Police or the Vermillion County Sheriff's Department may, at the request of the school principal and superintendent, assist the school administrators in searching a locker or lockers and may have the assistance of a dog trained to detect drugs or illegal substances.

LOCKER RULES

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

1. **Locks** - The school corporation will retain access to student lockers by keeping a master list of combinations and/or retaining a master key. Students may not use their own locks to prevent access to lockers by school officials. Any unauthorized locks may be removed without notice and destroyed.
2. **Use of Lockers** - Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. Students will be expected to keep their lockers in a clean and orderly manner. Students should use only the locker issued to them. Lockers are not to be "set" for easy entry by students.
3. **Authority to Inspect** - The school corporation retains the right to inspect lockers under I.C. 20-33-8-32 (b) (c) (d) to insure they are being maintained in accordance with the conditions of Rule No. 2 above. All inspections of student lockers shall be conducted by the professional staff with the approval of administration.
4. **Inspection of Individual Student's Lockers:**
 - A. The inspection of a particular student's locker will not be conducted unless the principal or his/her designee has a reasonable suspicion or believes that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, a potential health hazard, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.
 - B. Before a particular student's locker is inspected, the student, (or students, if more than one have been assigned to a locker) if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless a circumstance requires that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his/her designee shall notify the student of such inspection as soon as practicable thereafter.
5. **Inspection of All Lockers:**
 - A. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, assistant principal, superintendent, or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of (1) an interference with school purposes to an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law of school rules.
 - B. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
6. **Student Material** - When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself disruptive, or being used to conceal contraband.
7. **Disposal of Confiscated Contraband** - All contraband confiscated from lockers may be disposed of by the principal or his designee as he or she deems appropriate, including (a) return to the proper owner or place; (b) use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under I.C. 20-33-8-32 (b) (c) (d); (c) delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or (d) destruction.
8. **Involvement of Law Enforcement Officials:**
 - A. The principal, assistant principal, superintendent, or assistant superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents.
 - (1). To identify substances which may be found in the lockers.
 - (2). To protect the health and safety of persons or property.
 - B. If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing such an official to inspect.
 - C. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf or in the place of such official, the request shall be denied. The principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials give rise to a reasonable suspicion that a locker contains contraband.
9. **Locker Cleaning** - Nothing in these rules shall affect members of the custodial staff who, at the directions of the principal, clean out (a) lockers from time to time in accordance with a general housekeeping schedule or (b) the locker of a student no longer enrolled in the school, or (c) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, and the like.
10. **Serious Problems** - If the principal should find that there is a serious problem of drug abuse with the student, the principal or his/her designee may secure the use of dogs trained in detecting the presence of narcotics, drugs or alcohol on school premises. The assistance of law enforcement officers may be obtained as provided in Paragraph 8. If a dog indicates the odor of narcotics, drugs, or alcohol in a student locker, the locker will be opened and inspected. Students will not necessarily be given the opportunity to be present while the dogs are being used. However, if a locker is opened and inspected, the student, if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the opening and inspection of the locker. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his/her designee shall notify the student of such inspection as soon as practicable

thereafter.

STUDENT SEARCHES

The administration, when having reasonable suspicion that a student or students may have on their person an item or items which may be considered by school personnel or other students to be of a potentially disruptive nature or stolen items, require the student or students to be searched. The search may include purses, bags, pants, shoes, or other personal items. Refusal to comply may result in the notification of law enforcement personnel and will result in immediate suspension.

SECLUSION AND RESTRAINT

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

HEALTH OFFICE

Procedures are as follows:

- A. Students who become ill at school must report to their teacher and obtain a pass to the health office.
- B. All students with personal injury, other than of an emergency nature, must have a pass to the health clinic from their teacher.
- C. No student will be sent home and given an exempt day unless a parent or guardian is contacted by the health office. Students are not to contact their parent/guardian when they are sick they are to come to the health office to be evaluated. Time spent in the health office is non-exempt unless exempted by the school nurse.
- D. Students reporting to the health office will be limited to one class period. During that time the seriousness and nature of illness will be reviewed, and parents will be notified if further attention is deemed necessary.
- E. An ill student who must go home is the responsibility of the parents. In an emergency situation a member of the school staff will take the student to the emergency room of Union Hospital Clinton unless otherwise stated in writing by the parents. In any case the school will try to contact the parents.
- F. Students who are ill and are to be sent home for the remainder of the school day will not return to classes in order to get assignments.
- G. SV guidance on when to return to school and when to stay home due to illness, please see the IDOE document at the back of this handbook.

MEDICATION

The term "medication" is presumably not limited to prescription medication, but would include over-the-counter medication such as Tylenol, Ibuprofen, cough drops, etc. Only employees designated by the school administration qualify to administer medication. All medication is to be brought to school by a parent or an adult 18 years or older. All prescription medication will be counted with the nurse and a staff member. All medication is to be brought to the health office during regular school hours. All medication, prescription or over-the-counter, that is provided by the student's family, must be in the original container, FDA approved, have written permission from a parent, with the student's name, drug name, dose, route, and time. Only the amount on the directions can be given. No aspirin product can be given without a prescription.

Prescription medication (excluding antibiotics) must have the Authorization to Dispense Medication at School form completed and signed by the physician and signed by a parent to be valid.

Asthma inhalers and epi pens that can be self-administered and kept in the students' possession need Authorization to Dispense Medication and Asthma or Epi Contract forms.

No medication may be released to a student that is under the age of 18. It will be the parent's responsibility to arrange pickup by a designated adult. All medication not picked up at the end of the school year may be disposed of on the last day of school.

Annually, during online registration, parents/guardians will be given a chance to complete an Allowed Medication Consent form online through the Harmony website. The completion of this online form will serve as written consent from the parent to give the medication during the school year. The medication (s) that are selected by the parent will be provided by the school and given at the discretion of the nurse/trained staff member. Any dose of acetaminophen (Tylenol) or ibuprofen provided by the school may be given based on the weight of the student. If there is a change in a student's medical condition where they should no longer receive acetaminophen or ibuprofen, it will be the responsibility of the parent to notify the nurse. No exceptions will be made to administer medication without a written parental consent. Only employees designated by the school administration qualify to administer medication.

IMMUNIZATIONS

Indiana Code 20-34-4-2, Sec. 2 (a) Every child residing in Indiana shall be immunized.

Indiana Code 20-34-4-5, Statement of immunization history; waiver; rules; Sec.5.

(a) Each school shall require the parent of a student who has enrolled in the school to furnish not later than the first day of school a written statement of the student's immunization, accompanied by the physician's certificates or other documentation, unless a written statement of this nature is on file with the school.

(b) The statement must show, except for a student to whom IC 20.34-3-2 or IC 20-34-3-3 applies, that the student has been immunized as required under section 2 of this chapter. The statement must include the student's date of birth and the date of each immunization.

(c) A student may not be permitted to attend school beyond the first day of school without furnishing the written statement, unless: (1) the school gives the parent of the student a waiver; or (2) the local health department or a physician determines that the student's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed before the first day of school.

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The waiver referred to in subdivision (1) may not be granted for a period that exceeds twenty (20) days. If subdivision (2) applies, the parent of the student shall furnish the written statement and a schedule, approved by a physician or the local health department, for the completion of the remainder of the immunizations.

Vaccination exclusion date for this school year is Sep 6, 2023 .

CLOSED CAMPUS

South Vermillion Middle School has a closed campus. What this means is that once you arrive at school whether by bus, walking, or bicycle, you are NOT allowed to leave the school campus. Upon arrival, students are to enter the building immediately.

CHANGE OF ADDRESS FOR STUDENTS

It is the obligation of each student to report to the office any change of address or phone number as soon as it occurs.

SIGNS AND POSTERS

Signs and posters may not be displayed in the school building or anywhere on the school grounds without approval from the office. No posters may be placed in such a way so as to damage wall surfaces.

All approved signs and posters must be removed by the end of the day the announcement is last valid. Do not paint or place decals or other foreign objects on the lockers.

FOOD/CANDY/DRINKS

Energy drinks, candy, gum, or mints are not to be brought onto school property during the school day. Students that choose to bring breakfast items will need to go straight to the auditoria and most throw all drinks and food away before leaving the auditoria. Students are NOT allowed to chew gum inside the school building. **Students are NOT to order or have food delivered by outside vendors.** Parents may have lunch with their child (in the office) and supply lunch from outside vendors for their child only.

No tumbler cups are allowed. Clear drinking containers only can be kept in their lockers. Students may bring food items for lunch but those items need to stay in their lunch bag until lunch. Drinks or snacks for after school activities are permitted but also need to be kept in their bags until after school.

TEXTBOOKS/IPADS

All textbooks/iPads must be returned at the end of the course in as good a condition as they were when they were handed out. Students must pay for any damage done to rental textbooks/iPads. Charges will be determined by the principal based upon loss or damages to the book/iPad. Book damage charges will be for 1/2 the cost of the text or full cost depending on the principal's determination. If a textbook is lost during the school year, parents will be responsible for payment before a replacement text is issued.

INSURANCE

Students and their families should be aware that SVMS does NOT provide insurance for student injuries or damage/loss to personal property. A homeowner's policy may cover property damaged or lost from the school premises: i.e. band instruments, calculators, etc. We encourage you to make sure you have adequate health and property damage/loss insurance coverage.

FAMILY VACATIONS

For tests and classroom assignments to be made up because of a vacation or family emergency, the student must be accompanying his or her parents and the completed vacation form (available in the office) must be turned in at least two weeks in advance.

Assignments will be provided to the student upon return to school as long as the proper paperwork was filed prior to the vacation. The student will have one day for each day missed to turn in all assignments and make up all quizzes and tests.

Students may not exceed ten unexcused absences per semester. Should a student have accumulated a number of unexcused days and vacation days moving the student beyond the allowed ten, those days above ten will be determined to be unexcused.

PUBLIC DISPLAY OF AFFECTION

Students are expected to use good judgment and good taste in their affectionate expressions in school. The standard shall be that daylight must be visible between students at all times. Kissing, hugging, hand holding, and embraces are not allowed. Discipline will be assigned for repeat offenders.

AUDITERIA

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

1. Empty all paper debris into paper containers and recyclables in perspective containers.
2. Return all dirty dishes, trays, and utensils to the dishwashing window.
3. Keep tables, chairs, and floors clean and free of debris.
4. Keep auditeria lines orderly; wait your turn.
5. No food may be taken from the auditeria.
6. Observe all rules in the auditeria.
7. Students who continually disrupt will be isolated or removed from the auditeria for a period of time.
8. Only students who choose to eat breakfast are to report to the auditeria. When finished eating, they will be dismissed to the gym.

RETENTION

The building principal may retain a student when the student:

1. has NOT, in the opinion of the professional staff, achieved the instructional objectives set for the present grade; and/or
2. has NOT demonstrated sufficient proficiency to advance to the educational program of the next grade level; and/or
3. has NOT demonstrated the degree of social, emotional, physical maturation necessary for a successful learning experience in the next grade.

A student enrolled in special education shall be promoted or retained based on the opinion of the case conference and the student's IEP.

HONOR ROLL

Distinguished Honor Roll: 4.0 – 3.667

High Honor Roll: 3.66 – 3.33

Honor Roll: 3.32 – 3.00

Students may not have any D's or F's.

PETITIONING PROCEDURE FOR HIGH ABILITY PROGRAMMING

The petitioning procedure is for students who are not currently identified to receive high ability programming or have been dismissed from receiving high ability programming. Parents have nine weeks after the start of the school to appeal the decision if his or her child was not identified as a high ability student. The final date will be the official day in which the first grading period ends. If the student was dismissed from high ability programming, parents have nine weeks from the final dismissal decision to petition. The first step is to initiate a meeting with your child's classroom teacher. Inform the teacher of your intent to petition the decision that your child was not identified to receive high ability programming or that you are petitioning the decision that your child was dismissed from high ability programming.

HOMEWORK/DAILY ASSIGNMENTS

We believe in students completing all work assigned and doing so without argument. Homework and daily assignments are an accepted part of the South Vermillion educational process, and are to be completed.

In the event there is a continuing problem or one that you feel the need for assistance with, please contact either the team or guidance counselor for assistance. If you see a potential problem arising, come in and discuss it so we might head it off before it develops into a serious situation.

Parents are encouraged to use Harmony to view the homework agenda and monitor grades.

The following grading scale is to be used to compute students' grades on classwork/assignments:

<u>SCORE</u>	<u>GRADE</u>	<u>SCORE</u>	<u>GRADE</u>
93-100	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	0-59	F

Students who are not completing assignments will be referred to the office when the team of teachers determines it to be habitual. Consequences will be determined by administration but could range from loss of privileges to suspension.

ELECTRONIC SIGNATURES

For the purpose of signing and agreeing to terms set forth in school procedures, enrollment changes and acceptance of school policies and procedures, the Board recognizes that a parent may sign such documents electronically, provided that such agreement by the parent is made from within a secure login provided to that parent.

BAND/CHOIR

Students having made a commitment to band/choir shall not be allowed to drop the class until the end of the semester with the parents' approval. Students removed from band/choir for discipline problems or other reasons will receive a failing grade for the remainder of that particular semester. Students are expected to be in regular attendance for these classes and will not be allowed to miss band/choir to work on other classwork. Students not enrolled in band/choir at the beginning of the school year will not be allowed to join band/choir until a new semester begins unless they have permission from the director and their parents/guardians. This will not apply to transfer students.

VISITORS

Visitors are always welcome. All visitors will be required to ring the bell on the front entry and state their name and purpose of visit. Visitors will then sign in at the office and receive a visitor's badge upon entering the school.

FIRE AND DISASTER

Fire and disaster drills are held throughout the school year. Detailed instructions will be discussed with students by their teacher. Also, instructions should be posted in classrooms.

BUS REGULATIONS

1. Students are to ride assigned buses. Students must have a written note and signature of parent or guardian in order to ride another bus.
2. Students should be at pick-up points on time.
3. Bus drivers are in full charge of the riders at all times. Students may have riding privileges suspended at the request of the bus driver.
4. When a student loses riding privileges, parent contact will be made.
5. Students are to behave in an orderly manner when boarding, riding, and exiting the bus.
6. When boarding the bus, make sure the bus has come to a complete stop. Remain on the curb in front of the building until the bus is stopped.
7. Students, when disembarking, must cross the road when bus lights and stop arm are extended. Be careful to check the traffic.
8. Any type of behavior that threatens the health and safety of the bus occupants will not be tolerated.

CELL PHONES & OTHER ELECTRONICS

Students are not allowed to carry any electronic devices on their person. This excludes any school issued devices. These devices must be kept turned off and in lockers. Cell phones and smartwatches may only be used after school, outside of the school building. If a student is found to have their cell phone or smartwatch on their person during the school day, it will be taken away and returned at the end of the school day. The student will also be assigned an ASD for this infraction. Repeat offenders will face more intense disciplinary actions and parents/guardians will have to pick the phone up from the school.

Air pods and Wireless headphones will not be allowed. We required wire headphones for testing so all other types of headphones should not be brought to school.

We are not responsible for lost or stolen personal items that are not required for school.

RIGHTS AND PRIVACY

In 1974, Congress passed the Family Rights and Privacy Act. The parents' rights under this act extend until the student is 18 years of age or is enrolled in a post-secondary institution even if he has not yet reached his 18th birthday. An eligible student is one who has reached the age of 18 or is enrolled in a post-secondary institution.

The law requires that schools receiving federal funds must:

1. Allow the parent or eligible student to review and inspect the student's record at reasonable times. This rule does not apply to records made and kept by one person, such as a psychologist or social worker which are not shared with anyone but a substitute for that person.

2. Give the parent or eligible student the chance to challenge the records in a hearing to make sure that they are not misleading or inaccurate.
3. Obtain written permission from the parent or eligible student before revealing the records to another person.
4. Notify parents or eligible students of their rights under this law.

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Exceptions to Rule 3 are recognized. School personnel may show/turn over records without permission to:

- a. Other officials of the same school, including teachers.
- b. Officials of other schools in which the student seeks or intends to enroll.
- c. Certain federal, state, and local authorities perform functions authorized by law.
- d. Individuals or organizations in connection with a student's application for receiving financial aid.
- e. Court of law enforcement officials if the school is given a subpoena or court order.

Also in an emergency, the school may turn over records if failure to do so would probably result in a threat to health or safety to yourself or to others. Directory information such as name, address, and telephone number may be released without permission. However, the school must give public notice of the parts of your records that are classified directory information. The school must also provide a reasonable amount of time to allow the parent or student to notify the school not to reveal that information.

The South Vermillion 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 displayed 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 September 1st of the current school year.

Title IX

STATEMENT OF NONDISCRIMINATION

It is the policy of the South Vermillion Community School Corporation to maintain an education and work environment which is free from all forms of discrimination and harassment, including sexual harassment and harassment based on sexual orientation. The South Vermillion Community School Corporation does not discriminate or tolerate harassment on the basis of a protected class including but not limited to race, color, sex, gender, sexual preference, ethnicity, religion, family makeup, socioeconomic class, and able-bodiedness in the programs or activities which it operates.

STATEMENT OF NONDISCRIMINATION IN THE WORKPLACE

The South Vermillion Community School Corporation is committed to equal opportunity in the workplace and in the employment process. The South Vermillion Community School Corporation does not discriminate on the basis of a protected class including but not limited to race, color, sex, gender, sexual preference, ethnicity, religion, family makeup, socioeconomic class, and able-bodiedness in the programs or activities which it operates.

REPORT OF DISCRIMINATION AND/OR HARASSMENT

Reports of discrimination and/or harassment may be submitted via the following method: Submit the "Report of Nondiscrimination and/or Harassment" document to the Title IX Coordinator, Building Principal, Superintendent of Schools, or any other school employee.

ATHLETICS

South Vermillion Middle School provides athletic opportunities for all students. Full time (all day) students may participate in volleyball, football, basketball, track, swimming, cross country, wrestling, dance team, and cheerleading. The following rules apply to student athletes:

1. No Tobacco--Any athlete smoking, using smokeless tobacco or having any form of tobacco in his/her possession will be automatically dismissed from the athletic activity for the remainder of the season.
2. No Drinking/Drugs--Any athlete found with alcohol or drugs, in any form, in his/her possession or under the influence of alcohol or drugs will be automatically dismissed from the athletic activity for the remainder of the season.
3. South Vermillion Middle School athletes are representative of the school, the team, and the community and should conduct themselves accordingly. Any behavior detrimental to the image of South Vermillion will result in the following consequences:
 - 1st Offense - One game suspension
 - 2nd Offense - Two game suspension
 - 3rd Offense - Dismissal from the team

Parents will be notified of each offense by phone or letter. Examples of detrimental behavior - use of foul language, inappropriate use of social media, not following coach's instructions repeatedly, unruly behavior on the bus, in school suspension, out of school suspension, etc. An athlete is expected to maintain a higher standard of conduct than the non-participant. An athlete is given the privilege of representing the school and community and must be a good representative.

4. Each member of any athletic team is responsible for attending each practice session and game. If you have joined an athletic team, you have made a commitment to yourself, the other team members, the school, and the coaches. If practice or game is missed, you must have a valid excuse or face the following consequences:

1st Unexcused Practice - One game suspension
 2nd Unexcused Practice - Two game suspension
 3rd Unexcused Practice - Dismissal from the team

Examples of valid excuses include doctor's appointments or previous commitment to another school activity, such as the play. Hair appointments and birthday parties are not considered valid excuses from practice.

Coaches must be notified directly by the athlete of a missed practice - not through word of another student. If an athlete has an ASD on the day of practice, he/she may face the consequences of being late to practice which may include extra running to make up for the time missed.

5. In order to participate in an athletic event, the athlete must have attended school all day the day of the contest. Exceptions will be made by the administration for doctor's appointments and other personal reasons. If a student is suspended out of school, he/she is not to attend a practice or game that same day.
6. On the day of a game, either home or away, team members will dress properly. This means that old jeans or other sloppy attire will not be tolerated. Remember, you are constantly representing your family, your school, and your community. Team shirts may be worn on the day of a ball game with the coach's approval.
7. Athletes are expected to ride the team bus to and from any away event. Exceptions to riding the bus home will be made only by approval of the coach or the principal and a written note from parents.
8. To be eligible to try out for a team, an athlete must have a current physical on file with the athletic director. Physicals are valid for the entire school year and one physical is all an athlete needs to have on file. Students will be allowed to participate in more than one sport in the same season (but no more than two) with the exception of 7th & 8th grade cheerleading and dance team. As these two groups perform at the same events, participation in both sports would be impossible. Athletes must attend ALL practices and games of their first "in season" sport before they may attend any practices or games of a second sport. For example, a boys' basketball player would not be eligible to participate in wrestling until the basketball season was complete. Serious consideration should be given to the time and commitment it takes before any student decides to participate in more than one sport in the same season. The exception to this rule would be the participation on the cheer squad and dance team. Once a student has joined a sports team, he/she may not quit to join another team during the same season.
9. An athlete may be eligible to join and to be a part of a team as long as they have a 1.67 grade point average on a 4.0 grading scale (C- average). Student grade checks will be administered on a bi-weekly basis. If their grade point averages drop below a 1.67, students will be placed on a grade improvement contract. Students will be suspended for two games if they are placed on a grade improvement contract. In order to remain eligible, students will have to meet the stipulations of the contract by the next grade check. Student-athletes, coaches, and administrators will collaborate with teachers in an effort to understand the academic and behavioral performance of every student-athlete.
10. School uniforms are provided by the school for most sports. Some sports may require a uniform or part of a uniform to be purchased by the athlete. Any part of a uniform that is purchased by the athlete is the property of the athlete. Any part of the uniform that is purchased by the school is the property of the school and shall be returned at completion of the athlete's season.
11. According to IHSAA policy, the principal may suspend from any school program anyone whose actions prove to be detrimental to the school.
12. Athletes of all sports will abide by these established guidelines. This includes boys' & girls' basketball, cheerleaders, cross country, dance team, football, swimming, track, volleyball, and wrestling.

CHEERLEADERS

1. Try-outs for 5th, 6th, 7th & 8th grade cheerleaders for the following school year will be held during each spring of the current school year. Cheer forms may be picked up in the front office once try-outs are announced.
2. The cheer coaches will determine the number of cheerleaders that will represent 5th, 6th, 7th & 8th.
3. Cheerleaders will be selected each year. There will be no automatic carry over from one year to the next.
4. Cheerleaders will ride a bus unless other arrangements have been made. Cheerleaders are also expected to ride the bus home. Exceptions will be made with the approval of the coach or principal and a written note from parents.
5. Cheerleaders will follow all guidelines as listed in the "Athletics" section of the student handbook along with the respective discipline consequences.
6. Cheerleaders will pay for their own uniforms.

DISCIPLINE POLICY

The purpose of our school is to provide the best possible educational environment for the students in our community. The student's prime responsibility is to secure an education, and we feel a proper atmosphere must be maintained within the school to make this learning possible.

There are times when it is necessary for school officials to make a decision concerning the acceptability of a student's behavior in school, and these decisions must be based on the welfare of the total school community and how this behavior problem will affect the learning environment.

If you are instructed by a teacher to report to the office, this means to report to the principal's office or assistant principal's office, NOT the guidance office. Students are to report directly to the principal's office or assistant principal's office when instructed.

The following acts set forth below are prohibited and offenders will be subject to suspension and/or expulsion for such misconduct:

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1. Engaging in conduct that disrupts or interferes with school purposes. For example--the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct.
2. Trespassing, vandalizing school property, breaking and entering a school building or facility, attempting to set fire or setting fire or intentionally damaging any school property.
3. Causing or attempting to cause substantial damage to school or private property; stealing or attempting to steal school property or private property on school grounds.
4. Assaulting or attempting to assault a school employee, or engaging in conduct in such a way that reasonably could cause injury to school employees.
5. Intentionally causing or attempting to cause physical injury to a student or person not employed by the school corporation.
6. Using force or the threat of force to take money or something of value from another person, engaging in blackmail, or using coercion to gain something of value or an advantage.
7. Possessing, handling, using, transmitting, or selling weapons, dangerous instruments, or explosives.
8. Repeatedly refusing to follow the directions of supervising school employees; engaging in acts of serious disrespect to school employees.
9. Engaging in any activity forbidden by the laws of the State of Indiana which constitutes an interference with school employees.
10. Willfully truant from school. If a student is truant three or more times, the principal may recommend expulsion.
11. GROUNDS FOR EXPULSION OR SUSPENSION (IC 20-33-8-14):
 - (a) The grounds for expulsion or suspension in subsection (b) 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) The following types of student conduct constitute grounds for expulsion or suspension subject to the procedural provisions of this chapter:
 - (1) Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subdivision:
 - (A) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - (B) Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor or room.
 - (C) Setting fire to or substantially damaging any school building or property.
 - (D) Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose.
 - (E) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school educational function, or of any lawful meeting or assembly on school property.
 - (F) Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision.

This subdivision shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.

- (2) Causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property of substantial value, or repeatedly damaging or stealing school property of small value.
- (3) Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property.
- (4) Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
- (5) Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
- (6) Knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon.

- (7) Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
- (8) Engaging in the unlawful selling of a controlled substance of engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
- (9) Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- (10) Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- (11) Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted under IC 20-33-8-10 and IC 20-33-8-11 of this chapter.
- (12) Causing or threatening bodily harm or property damage. The Vermillion County Sheriff's Department will be contacted upon report of such activities and an investigation will be conducted immediately.
- (13) False Reporting - Reporting unverified information (rumors). The Vermillion County Sheriff's Department will be contacted and a record of those reporting will be placed on file. If no truth is found in the accusation, those falsely reporting will be charged accordingly.

Unlawful activity by student (IC 20-33-8-15) – In addition to the grounds specified in subsection 6, 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 education 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. As added by P.L. 1-2005, SEC. 17.
 - (14) Using or possessing gun powder, ammunition, or an inflammable substance.
 - (15) Taking, recording, displaying, and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
 - (16) Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
 - (17) "Sexting" or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
 - (18) 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.
- (c) A student who must use a knife as part of an organized activity held by an organization that has been approved by the principal of the school is exempt from application of subsection (b) (6) so long as the knife is used as a part of, or in accordance with, the approved organized activity.
12. The superintendent, principal, any administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior, in addition to the actions specifically provided in this chapter, reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference therewith, such action including such matters as:
- (A) Counseling with a student or group of students
 - (B) Conferences with a parent or group of parents
 - (C) Assigning students additional work
 - (D) Rearranging class schedules
 - (E) Requiring a student to remain in school after regular school hours to do additional school work or for counseling
 - (F) Restriction of extracurricular activity

ISS, SATURDAY SCHOOL, ALTERNATIVE SUSPENSION, AND OUT-OF-SCHOOL SUSPENSION

A student may receive an out-of-school suspension for violation of school policies or for serious misbehavior. Each suspension may be as long as ten days. During the time of the suspension, the work missed may be made up; however, it is up to the individual teachers whether or not to grade or give full credit for the work. The absence will be unexcused but those days will not accumulate in any attendance total except for teacher records.

When a student receives a 5 or 10 day out of school suspension for a serious discipline violation as determined by the principal or assistant principal, it will be required of the student and parent(s) to meet and discuss expectations of their child prior to reinstatement.

Students may also be assigned to ISS. Students will be expected to do their homework and any make-up work, as well as lessons designed for them to correct behavior problems. Students who do not cooperate in ISS will be sent home and an additional two days of suspension will be added to the remaining time in

ISS. Students who are removed from ISS may no longer be able to use ISS as a consequence. Future consequences could result in out of school suspension.

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Students with excessive discipline infractions or attendance issues may not be allowed to attend or participate in extracurricular events after school hours.

AFTER SCHOOL DETENTION

The middle school after school detention (ASD) program will be on Tuesdays from 3:30 to 4:30 p.m. Students will be provided with assignments to be completed during that time. Students will not be allowed to bring any devices or materials with them.

- a. Students removed from ASD will be assigned another ASD, dependent upon the infraction.
- b. An ASD may be rescheduled one time only (per year) by the parent/guardian prior to 3:00 p.m. on the day to be served.
- c. Students who fail to report to an ASD will be assigned an additional ASD and the ASD will be rescheduled for the next available date.
- d. Providing transportation is the parents' responsibility and will not excuse a student from serving their assigned ASD.
- e. ISS or other measures will **NOT** be substituted for ASD.
- f. Students who fail to report for ASD will not be allowed to attend or participate in SVMS extra-curricular activities for that evening.
- g. While it is hoped that parents can be contacted by phone, it is ultimately the students' responsibility to inform their parents of their scheduled ASD.

VERMILLION COUNTY PEER COURT PROGRAM

Students may be referred to the Vermillion County Peer Court program as a means of correcting behavioral issues in school. A teen jury holds hearings to determine the circumstances of the offense and develop contracts with such elements as restitution and apologies to victims, community service work and educational programs for juvenile offenders. No student will be referred to Peer Court without parent consent.

SATURDAY DETENTION

Saturday detentions will be from 8:30 a.m. until 11:30 a.m. Students should be dropped at the front entrance of the building between 8:20 a.m. and 8:30 a.m. Students arriving after 8:30 a.m. will not be admitted and will serve a consequence for not attending the Saturday detention. Students may bring school work and/or other assignments will be provided.

ALTERNATIVE SUSPENSION AND ADVANCEMENT PROGRAM (ASAP)

The Vermillion County School systems have instituted an Alternative to Suspension and Advancement Program (ASAP). A student may be placed in this program at the recommendation of school administration for violations of school policies or for serious misbehavior that would warrant out of school suspension as a consequence. ASAP is a court administered program that is housed in the WRCTE building in Montezuma.

BEHAVIOR AND DISCIPLINE

BEHAVIOR CONTRACT – Students who have been placed on a student behavior contract will be subject to the following:

First Major Infraction – 5 days out of school suspension/ASAP

Second Major Infraction – 10 days out of school suspension with recommendation for expulsion.

*If the first offense is major enough to warrant expulsion, the administration reserves the right to suspend with recommendation for expulsion at that time.

**A major infraction is classified as any suspendable offense.

SCHOOL JURISDICTION - The school year is defined as the starting date in the fall of one year to the starting date in the fall of the following year. The jurisdiction of the school with respect to the rules of conduct shall apply: (a) when on school grounds, (b) when off school grounds at a school activity, function, or event, and (c) on the way to and from school.

South Vermillion Middle School uses a Progressive System of Disciplinary Actions:

<u>OFFENSE</u>	<u>SUGGESTED ACTION</u>
Minor Classroom Infractions	Warnings, lunch or after school detentions, parent notification and/or conference
Major Classroom Infractions	A range of action from after school detention to suspension/expulsion
Misuse of Technology	A range of action - from lunch detention to suspension/expulsion
Profanity/Inappropriate Language (Spoken or written)	A range of action - from after school detention to suspension
Possession of lighter/matches	A range of action - from after school detention to suspension
Gambling	A range of action - from after school detention to expulsion
Threatening/Harassing a student	A range of action - from after school detention to suspension/expulsion and referred to prosecutor
Threatening/Harassing staff	A range of action - from suspension to expulsion, referral to legal authorities - prosecutor

Physical Assault	A range of action - from suspension to expulsion, referral to legal authorities
“Hate Speech”	A range of action- from detention to suspension to expulsion
No iPad or iPad not charged	1 st – warning, 2 nd - lunch detention, 3 rd – after school detention, 4 th – office referral
Theft/Vandalism	A range of action - from after school detention to a recommendation for expulsion, referral to legal authorities
Failure to serve ASD	Reassignment of ASD and an additional ASD added
Presence in Unauthorized Area/Truancy	Detention to suspension
Hallway Infractions	A range of action - from lunch detention to suspension
Physical Contact	A range of action - from after school detention to suspension
Damage or Destruction of Another’s Property	A range of action - from after school detention to suspension; Restitution - Failure to do so in the required time will result in suspension leading to possible expulsion
Violation of Dress Code	A range of action- from warning to detentions. Student will be asked to change using clothes closets items or having someone bring them appropriate clothing.
Possession of a cell phone/other unauthorized electronic (On Person)	After school detention and must pick the item up in the office at the end of the day. Repeat offenders will see more intense disciplinary actions.

The following infractions have specific sanctions for each occurrence:

SPECIFIC OFFENSES

Cheating - When a student fraudulently claims work he/she has not properly done, examples: homework, research papers, tests, quizzes, lab project, etc., he/she will be subject to the following:

1. **First offense** - A failing grade for the item in question.
2. **Second offense** – A failing grade for the item in question/ASD assigned
3. **Progressive Discipline**

FIGHTING - Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. When in such instances the administration deems the physical injury severe, the student(s) will be suspended and recommended for expulsion on the first occurrence. Charges may be filed with the proper law enforcement agencies.

1. First offense - 1 to 3 days suspension
2. Second offense - 3 to 5 days suspension
3. Third offense - 10 days suspension/recommendation for expulsion

HABITUAL OFFENDER - When a student has failed on a substantial number of instances to comply with the direction of teachers or other school personnel during any period of time when he/she is properly under their supervision, where such failure constitutes an interference with school purposes or an educational function, the student will be subject to suspension and/or expulsion.

HARASSMENT - Harassment includes any UNWANTED verbal comments or physical advances which disturb or irritate the victim. This uninvited attention, which includes sexual harassment, may come from peers, the staff, or anyone a student may encounter in the school setting. Complaints should be brought immediately to the attention of the administration. A range of penalties will be implemented from after school detention to a recommendation for expulsion. (Refer to corporation harassment policy for additional information.)

INSUBORDINATION - When any student intentionally fails to comply with the direction of teachers, supervisors, or administrators during any period of time when he/she is under the school supervision, the student will be subject to disciplinary actions not limited to the following: ISS, after school detention,, suspension, and expulsion.

PUBLIC DISPLAY OF AFFECTION - Any type of physical contact shall be cause for disciplinary action ranging from a detention to 5 days out of school suspension and a recommendation for expulsion.

TARDIES - Students will be assigned a lunch detention on the second tardy in the same class. Third, fourth, and fifth tardies will be an after school detention. Totals start over at the beginning of each nine week grading period.

TRUANCY - A student is truant when he/she refuses to attend school or a class without the knowledge of school officials and/or parent or guardian. Habitually truant students may be reported to the Prosecutor's office.

Students who engage in truant behavior will make up time missed from school with a disciplinary action. Repeated occurrences will result in the Bureau of Motor Vehicles being notified and referral to legal authorities.

VANDALISM - Pupils guilty of defacing or damaging any school property shall be required to restore to the original condition or to pay in full for all damages - A range of action from after school detention to suspension and a recommendation for expulsion.

IC 20-33-8-16 Possession of firearms, deadly weapons, or destructive devices - As required by the Federal Gun Free Schools Act, any student who brings a gun to school will be automatically referred to the prosecutor's office and will be suspended pending expulsion. Other items used as weapons, such as knives, can result in suspension and/or expulsion.

- (a) As used in this section, “firearm” has the meaning set forth in IC 35-47-1-5.
- (b) As used in this section, “deadly weapon” has the meaning set forth in IC 35-41-1-8. The term does not include a firearm or destructive device.
- (c) As used in this section, “destructive device” has the meaning set forth in IC 35-47.5-2-4.
- (d) Notwithstanding section 20 of this chapter, a student who is:
 - (1) identified as bringing a firearm or destructive device to school or on school property; or
 - (2) in possession of a firearm or destructive device on school property; must be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.
- (e) The superintendent may, on a case by case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section.
- (f) Notwithstanding section 20 of this chapter, a student who is:
 - (1) identified as bringing a deadly weapon to school or on school property; or
 - (2) in possession of a deadly weapon on school property; may be expelled for not more than one (1) calendar year.
- (g) A superintendent or the superintendent’s designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in subsection.
- (h) A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415. As added by P.L. 1-2005, SEC. 17.

SMOKING/TOBACCO

Students are not permitted to smoke while under the school’s jurisdiction. The penalties for possessing, using, distributing, purchasing, or selling tobacco products of any kind, **including electronic cigarettes** are as follows:

FIRST OFFENSE:	3 days ISS or out of school suspension
SECOND OFFENSE:	5-10 days out of school suspension
THIRD OFFENSE:	10 days out of school suspension with recommendation for expulsion

Possession of tobacco products by a person under the age of 18 is prohibited by Indiana Code. Offenders will be reported to law enforcement officials.

DRUGS AND ALCOHOL

Drug and alcohol infractions are seen as very serious disruptions of the educational process at South Vermillion Middle School, and as such, have been dealt severely. The following are violations of the disciplinary code of South Vermillion, when they occur within the school’s jurisdiction:

- A. No student may possess, use, or be under the influence of a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
- B. No student may provide, by sale or otherwise, any substance which he/she represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
- C. No student may possess or use any substance which the student has reason to believe is, or which has been represented to her/him as a narcotic drug, stimulant, depressant, or intoxicant of any kind.
- D. Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
- E. Any substance for which a student has a prescription or written permission from a parent allowing use, should be brought to the school nurse or school office by the parent and administered or taken there.
- F. The possession of look-alike alcoholic beverages (example–near beer) or look-alike tobacco products (example–candy Skoal) is not permitted on school grounds.
- G. Paraphernalia – 10 day suspension with recommendation for expulsion.

ALL STUDENTS WHO VIOLATE THIS POLICY ARE SUBJECT TO THE FOLLOWING CORPORATION POLICY:

A. A range of action from 10 day suspension to expulsion.

B. First Offenders:

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1. Parent and student conference with administrator.
2. Barred from participating or attending extra-curricular activities during the period of out of school suspension (see #4).
3. Reporting to proper law enforcement authorities.
4. Suspension from school. Counseling will be required from a state- recognized individual or facility.
5. Possible expulsion.

C. Subsequent Offenders and Sellers: Suspension from school and recommendation for expulsion.

BULLYING

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - has a substantially detrimental effect on the targeted student's physical or mental health;
 - has the effect of substantially interfering with the targeted student's academic performance; or
 - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the school administrator who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the school administrator. This report may be made anonymously.
5. The school administrator shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The school administrator will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

LEGAL REFERENCE: I.C. 20-33-8-0.2
I.C. 20-33-8-13.5

SOUTH VERMILLION COMMUNITY SCHOOL CORPORATION STUDENT RESPONSIBLE USE OF TECHNOLOGY

Purpose

The South Vermillion Community School Corporation (SVCS) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide the privilege of access to technologies for student and staff use. Access to technology is a privilege, not a right, and as such, students must seriously consider the responsibilities associated with signing this user agreement:

- Technology provided for educational purposes that support the mission, vision, core beliefs and goals of South Vermillion Community Schools (SVCS).
- Enhance the development of 21st Century Skills included in Indiana Academic Standards
- Encourage innovation, communication, creativity, collaboration and problem-solving skills by providing access to current and relevant information.
- Prepare students for college or career.

Definition of Technology

- Internet, shared network resources and external file storage devices
- Desktop, mobile computers, tablets and handheld devices
- Videoconferencing, televisions, projection systems and telephones
- Online collaboration, message boards, and email
- Copiers, printers and peripheral equipment
- Additional technologies as developed

CIPA

SVCS is in compliance with the Children's Internet Protection Act (CIPA) and has installed technology protection measures for all computers in the school corporation. A technology protection measure is in place that blocks or filters internet access. This filter protects against access by adults and minors to visual depictions that are obscene, child pornography, or — with respect to use of computers with internet access by minors — harmful to minors. The content filter does monitor the online activities of minors and may be reviewed when deemed necessary.

The Responsible Use Policy (RUP) applies to:

- School-owned technology on the SVCS internet/network, on non-school networks and offline.
- Privately owned technology that is connected to the SVCS internet/network and on privately owned networks while on school property.

Responsible Use

Users must abide by all school rules as outlined in the Student Handbook and this Responsible Use Policy. This policy outlines the guidelines and behaviors that all users are expected to follow when using technology. It is the responsibility of both SVCS and parents to help prepare students to be responsible digital citizens. Digital citizenship is defined as the norms of behavior with regard to technology use.

A digital citizen is one who:

- Understands human, cultural, and societal issues related to technology and practice legal and ethical behavior.
- Advocates and practice safe, legal, and responsible use of information and technology.
- Exhibits a positive attitude using technology that supports collaboration, learning, and productivity.
- Demonstrates personal responsibility for lifelong learning.
- Exhibits leadership for digital citizenship.

Prohibited Use

Unacceptable uses of school electronic resources include, but are not limited to:

1. Accessing or Communicating Inappropriate Materials—Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. Illegal Activities—Users may not use the school district's computers, electronic devices, networks, or internet services for any illegal activity or in violation of any Board policy/procedure or school rules. SVCS and its employees and agents assume no responsibility for illegal activities of students while using

3. Violating Copyrights or Software Licenses—Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
4. Plagiarism—Users may not represent as their own work any materials obtained on the internet (such as term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the internet should be appropriately cited, giving credit to the original author.
5. Cyberbullying – Cyberbullying will not be tolerated. Harassing, denigrating, impersonating, and cyberstalking are all examples of cyberbullying. Do not send emails or post comments with the intent of scaring, hurting, or intimidating others. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.
6. Misuse of Passwords/Unauthorized Access –Users may not share passwords; use any user account/password that is not assigned to them; or attempt to circumvent network security systems.
7. Malicious Use/Vandalism—Users may not engage in any malicious use, disruption or harm to the school district's computers, electronic devices, network and internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
8. Avoiding School Filters—Users may not attempt to use any software, utilities or other means to access internet sites or content blocked by the school filters.
9. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by school administration or the SVCS Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
10. Degrade System Resources - Users shall not use the network in such a way that would degrade the performance system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or school administrator.
11. Unauthorized Equipment - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district network without permission from the school administration or SVCS Technology Department.

Privacy

All computers, telephone systems, voice mail systems, electronic mail, and electronic communication systems are the district's property. The district retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with district's computer, telephone, electronic mail, and voice mail. Students should have no expectation that any information contained on such systems is confidential or private.

Safety/Security

- All users are given accounts upon entry into SVCS. An SV account is intended for the sole use of that user only. Each user is responsible for the security of the system. Passwords should not be shared. If a user shared a password with another, that user will be held accountable.
- Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.
- Many devices have the capability to record audio and video. It is best practice and common courtesy to ask permission before recording an individual or groups. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.
- Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment.

Damage/Liability

Users may be responsible for compensating the school district for any losses, costs or damages incurred for violations of Board policies/procedures and school rules, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by users while

Terms of Use

SVCS reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the SVCS network, internet, and electronic resources.

Disclaimer

SVCS, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, internet access, and electronic resources it is providing. Furthermore, SVCS is not responsible for:

- The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through internet access.
- Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
- Unauthorized financial obligations resulting from the use of SVCS electronic resources.

Examples of Responsible Use

I will:

1. Use school technologies for school-related activities.
2. Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
3. Not post any information that I would not want students, parents, teachers, or future colleges or employers to see (once something is online, it is available to the world).
4. Treat school resources carefully, and alert staff if there is any problem with their operation.
5. Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
6. Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
7. Cite sources when using online sites and resources for research and evaluate information found online for credibility.
8. Recognize that use of school technologies is a privilege and treat it as such.
9. Be cautious to protect the safety of others and myself and the security of school resources.

Examples of Unacceptable Use

I will not:

1. Use school technologies in a way that could be personally or physically harmful.
2. Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of this Responsible Use Policy.
3. Create a personal mobile “hot-spot” or utilize a “proxy site” for the purpose of circumventing network safety measures and filtering tools.
4. Create, distribute or deploy multi-user servers or gaming software on or within the SVCS network.
5. Engage in cyberbullying, harassment, or disrespectful conduct toward others.
6. Try to find ways to circumvent the school’s safety measures and filtering tools; intent to circumvent safety measures and filtering tools is a violation of this Responsible Use Policy.
7. Use school technologies to send spam or chain mail.
8. Plagiarize content or take credit for work that isn’t my own.
9. Post or otherwise disclose personally identifying information, about others or myself.
10. Agree to meet someone I encounter online.
11. Use language online that would be unacceptable in the classroom.
12. Use school technologies for illegal activities or to pursue information on such activities.
13. Attempt to hack or access sites, servers, or content that isn’t intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.



SOUTH VERMILLION COMMUNITY SCHOOL CORPORATION

800 W Wildcat Dr, Clinton, IN 47842
765-832-2426 FAX: 765-832-7391
<http://svcs.k12.in.us>

Dear Parents, Guardians, and Students,

Meningococcal meningitis and certain bloodstream infections can be caused by a bacterium called *Neisseria meningitidis*. Infections caused by this bacterium are serious and can quickly turn critical, leading to brain damage, hearing loss, and even death. This bacterium is spread from person to person by sharing respiratory or throat secretions. This typically occurs during close contact, such as kissing or sharing eating utensils, or through persons living in close quarters, such as dormitories (1).

There are two types of meningococcal vaccine available in the United States to protect against these infections. The meningococcal conjugate vaccine, also referred to as MCV4, protects against meningococcal serogroups A,C,W, and Y. The meningococcal serogroup B vaccine, also known as MenB, protects against serogroup B. Since these vaccines protect against different serogroups of the bacterium, they are not interchangeable. It is necessary to receive a complete series of both vaccines for protection against these 5 serogroups of meningococcal bacteria. Neither type of vaccine contains live meningococcal bacteria.

The United States Centers for Disease Control and Prevention (CDC) recommends vaccination of all children with the MCV4 vaccine (Menactra or Menveo) at 11 or 12 years of age. A booster dose at age 16 is also recommended to provide ongoing protection from the disease after high school. The CDC also recommends that a MenB vaccine (Bexsero or Trumenba) 2-dose series may be administered to persons 16 through 23 years of age. The child's healthcare provider may make a recommendation regarding the MenB vaccine based on the child's needs (2).

The state of Indiana requires all students in grades 6-12 to have the appropriate number of MCV4 vaccine doses. One dose is required for all students entering 6th-11th grade. A second dose is required for students entering 12th grade. Many colleges and universities require this vaccine for incoming students as well. The MenB vaccine is not an Indiana grade school requirement at this time and does not meet the meningococcal vaccine (MCV4) requirement for school entry.

All students must have acceptable documentation of required immunizations on record at the school they are currently attending. Acceptable documentation includes a signed record from the child's health care provider indicating the name of the vaccine given and the date it was given, a record of the immunization in the state immunization registry (CHIRP) prior to the start of the school year, or a record from another school showing the required immunizations have been given.

Many local health departments and private healthcare providers offer these vaccines. Please contact your healthcare provider for specific instructions regarding your child.

More information about meningococcal disease can be found at these websites:

<http://www.cdc.gov/vaccines/vpd-vac?mening/default.htm>
<http://www.in.gov/isdh/25455.htm>

Sincerely,

Hannah Hoover, RN, BSN
South Vermillion School Corporation Nurse

1. <http://www.who.int/csr/disease/meningococcal/en/>
2. <https://www.cdc.gov/vaccines/vpd/mening/public/index.html>



Eric J. Holcomb
Governor

Kristina Box, MD, FACOG
State Health Commissioner

February 14, 2020

Dear Parent/Guardian:

The Indiana State Department of Health (ISDH) believes that protecting Indiana's citizens from vaccine-preventable diseases is one of the most important roles of public health. [Indiana Code \(IC\) 20-34-4-2](#) charges ISDH to set and publish vaccine requirements for school entry for children attending accredited public and private schools in our state.

Indiana began experiencing a hepatitis A outbreak in November 2017 that has resulted in 2,359 cases, 1,312 hospitalizations and 4 deaths to date. In July 2019, a school vaccine requirements advisory group that included the Indiana State Department of Health-Immunization Division, Indiana Department of Education, the Indiana Association of School Nurses, the Indiana Immunization Coalition, and the Indiana Chapter of the American Academy of Pediatrics unanimously agreed to require two valid doses of hepatitis A vaccine for all grades, including schools with pre-kindergarten programs, beginning in the fall of the 2020-2021 school year.

The hepatitis A vaccine is a two-dose series that is routinely recommended beginning at 12 months of age. This two-dose series requires at least six months between doses. This vaccine series is safe and effective at preventing hepatitis A, a highly contagious viral liver infection.

Please make an appointment with your healthcare provider to begin and/or complete the series for your child. We encourage you to discuss any other age-appropriate vaccines for your child that may be needed to protect them from disease and cancer, including influenza, human papillomavirus (HPV), and meningitis B.

If you have questions about your child's immunization history, ISDH established an online tool in 2012 that allows individuals to access their immunization records, known as [MyVaxIndiana](#). This tool enables individuals to view and print their immunization records after receiving a secure, personal identification number (PIN) for a healthcare provider. Please ask your healthcare provider to help you gain access.

Yours in health,

Dave McCormick
Director, Immunization Division



2 North Meridian Street • Indianapolis, IN 46204
317.233.1325
www.statehealth.in.gov

To promote, protect, and
improve the health and safety
of all Hoosiers.

What vaccines does my child need?

Tdap, HPV and Meningococcal

Education
Letter



Parents and Guardians

The Indiana State Department of Health strives to protect the health and safety of Hoosier children, so we want to make you aware of vaccines recommended for adolescents that protect against diseases, such as pertussis (whooping cough), human papillomavirus (HPV), meningococcal disease and influenza (flu).

Vaccines recommended for boys and girls ages 11-12 include Tdap (tetanus, diphtheria and pertussis), HPV, meningococcal, hepatitis A* and influenza**. These vaccines are safe, effective, and can be given at the same office visit. We urge you to review this important information and contact your child's healthcare provider with any questions.

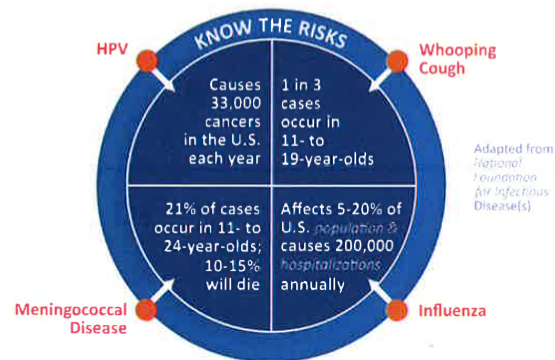
*Recommended starting at 1 year of age

**Recommended for everyone age 6 months and older



Vaccines Aren't Just for Young Children

Adolescents Can Be Protected from Deadly Diseases



Where can my child get these vaccines?

These vaccines are available from your child's healthcare provider. Pharmacies can also administer vaccines to children ages 11 and older.

If your child does not have health insurance or has a health insurance plan that does not cover vaccines, your child is eligible to receive no-cost vaccines through the Vaccines for Children (VFC) program.

Please visit the Indiana State Department of Health website to locate a VFC provider in your county: <https://www.in.gov/isdh/26482.htm>. You can also contact us at immunize@isdh.in.gov or 800-701-0704.

Disease Name	Vaccine Name (to protect against disease)	Disease spread by	Symptoms	Complications
Tetanus (lockjaw)	Tdap vaccine	Bacteria found in soil, dust and manure through exposure to cuts in skin	Stiffness, muscle spasms, fever	Broken bones, difficulty breathing, death
Diphtheria	Tdap vaccine	Bacterial infection spread through direct contact with droplets from infected person through coughing or sneezing	Sore throat, mild fever, weakness, swollen glands	Damage to heart muscle, difficulty breathing, respiratory and heart failure, death
Pertussis (whooping cough)	Tdap vaccine	Bacterial infection spread through direct contact with droplets from infected person through coughing or sneezing	Severe cough with "whooping" sound, runny nose, vomiting from severe coughing	Pneumonia, loss of bladder control, rib fractures, death
Human Papillomavirus (HPV)	HPV9 vaccine	Contagious virus spread through intimate skin-to-skin contact	Often no symptoms but some are warts, pre-cancerous or cancerous lesions of mouth, throat, cervix***, anus, penis or other areas	Cancers of mouth, throat, cervix, anus, and genital regions, genital warts, and death from cancer
Meningococcal disease	MCV4 and Men B vaccines	Exchange of nose and throat droplets through coughing, sneezing, kissing, sharing utensils, etc.	Headache, stiff neck, nausea and vomiting, confusion, sleepiness	Meningitis, bloodstream infection, hearing loss, brain damage, seizures, loss of limbs, death
Influenza	Seasonal Influenza vaccine	Contagious virus spread through droplets from infected person coughing or sneezing	Sudden onset of symptoms including fever, chills, dry cough, headache, runny nose, sore throat, muscle and joint pain	Extreme fatigue, hospitalization, pneumonia, death
Hepatitis A	Hepatitis A vaccine	Contagious virus usually spread by fecal (stool)-oral route, can be spread by close contact with infected person	Fever, fatigue, loss of appetite, nausea and vomiting, jaundice (yellowing of skin/eyes), cola-colored urine, clay-colored stools	Hospitalization, death

*** The HPV9 vaccine is highly effective at preventing cervical precancers, but it does not eliminate the need for routine cervical cancer screenings (Pap test) as recommended by a healthcare provider. This screening is important because it can detect early precancerous changes so treatment can begin before cancer develops.



Indiana Department of Education

How Sick is too Sick?

This information sheet is designed to be used as a general guidance for parents. If parents have medical questions, they are encouraged to consult with a healthcare provider.

Symptom	Send to School	Keep at Home
Fever	During the past 24 hours, the student's temperature has been below 100.4 degrees and no fever-reducing medication has been taken.	During the past 24 hours, the student's temperature has been more than 100.4 degrees.
Diarrhea	During the past 24 hours, no more than one watery stool has occurred.	During the past 24 hours, more than one watery stool has occurred.
Vomiting	During the past 24 hours, no vomiting has occurred.	During the past 24 hours, vomiting has occurred.
Eye Irritation	Eyes may be itchy, but are not red, crusty, or draining.	Eyes are pink, draining, crusty, itching, painful, sensitive to light, or student has vision changes.
Cough/Runny Nose	Slight cough or runny nose, but no fever, and the student is able to cover cough, blow nose, and wash hands.	Symptoms are severe enough that the student is unable to learn. The student has a fever, or is unable to cover cough, blow nose, or wash hands.
Rash	Rash is not draining or spreading. The student does not have a fever, and symptoms of itching are not severe enough to impede learning.	Rash is bothersome and distracting. The student has a fever or severe itching, or rash is spreading or draining.
Asthma	Symptoms are well controlled, and the student knows when to contact a school adult for assistance or the student has an asthma action plan on file at the school and is following the plan.	Symptoms are not well controlled. The student is not able to recognize when he/she needs assistance, and no asthma action plan is on file at the school.

Updated 6-20-22