



ISMS Handbook 2024/2025

Table of Contents

WELCOME	4
ISMS MISSION & VISION STATEMENTS	4
KNOW YOUR KIDS	4
PRIDE	5
SCHOOL DAY/SCHOOL OFFICE HOURS	6
INTERNET CONTACT INFORMATION	6
CHANGE OF ADDRESS	6
E-LEARNING	6
GUIDANCE	6
TELEPHONE USAGE	6
NON WATER DRINKS	6
STUDENT ID	7
PE SHIRTS	7
VISITORS	7
VOLUNTEERS	7
USE OF METAL DETECTORS	7
LOST & FOUND	7
ISMS FOOD NUTRITION SERVICES	7
ATTENDANCE	8
REQUEST OF ASSIGNMENTS FOR SHORT-TERM/LONG-TERM ABSENCES	13
TARDINESS	13
TRUANCY FROM CLASS	14
WITHDRAWAL FROM SCHOOL	15
ARRIVAL TO SCHOOL/DEPARTURE FROM SCHOOL	15
ARRIVAL PROCEDURES (Bus Students)	16
ARRIVAL PROCEDURES (Car Riders)	16
DISMISSAL PROCEDURES	16
HALLWAY/SCHOOLGROUND PROCEDURES	16
CAFETERIA PROCEDURES	17
MEDIA CENTER PROCEDURES	17
LOCKER POLICY	18

CLINIC/MEDICATION PROCEDURES	18
ACCIDENTS	18
VEHICLE PARKING	18
BUSES	18
EMERGENCY DISMISSAL	19
REPORT CARDS	20
GRADING SCALE	20
HONORS RECOGNITION	20
HOMEWORK	20
MISSING AND MAKE-UP WORK	21
MISSING WORK GUIDELINES	21
STUDENT INFORMATION	21
PROMOTION, PLACEMENT AND RETENTION	21
ACADEMICS: CHEATING/PLAGIARISM	22
BEHAVIOR DOCUMENTATION	22
POSSESSION OF FIREARMS, DEADLY WEAPONS, OR DESTRUCTIVE DEVICES	24
BEHAVIOR PLANS	24
TOBACCO POLICY	24
WIRELESS DEVICE PROHIBITION	25
SOCIAL MEDIA USE BY STUDENTS	28
CHROMEBOOK DAMAGE FEE	28
PUBLIC DISPLAY OF AFFECTION	29
PERSONAL GROOMING AND DRESS	29
HARASSMENT/BULLYING	30
ANTI-HARASSMENT COMPLIANCE OFFICERS	31
TUESDAY NIGHT SCHOOL GUIDELINES	31
GUEST TEACHER GUIDELINES	32
ATHLETIC/EXTRACURRICULAR POLICY	32
ELIGIBILITY	32
RANDOM ALCOHOL OR ILLEGAL DRUG TESTING	33
TOBACCO/ALCOHOL/DRUG USE	34
ISMS AFTER-SCHOOL ACTIVITIES	34
CREDIT FOR RELIGIOUS INSTRUCTION/RELEASE TIME	35
PEST CONTROL AND USE OF PESTICIDE	36

I. WELCOME

Welcome to Indian Springs Middle School. Our staff believes that Indian Springs is an outstanding school. We hope and expect that Indian Springs will be a source of pride for you and your parents.

We believe middle school is a gradual, unique, social and educational transition between elementary and high school. This experience provides active, student-centered learning within heterogeneous groups. All students can develop self-esteem and experience success in a nurturing environment that is fostered through teamwork, flexible scheduling, and school community involvement.

Please become familiar with this information. It is designed to help you and your parents understand the services and procedures at Indian Springs Middle School. For Whitley County Consolidated Schools information and guidelines, please see the Whitley County Consolidated Schools Handbook (WCCS).

ISMS MISSION STATEMENT

Indian Springs Middle School provides opportunities to increase growth and learning for every student.

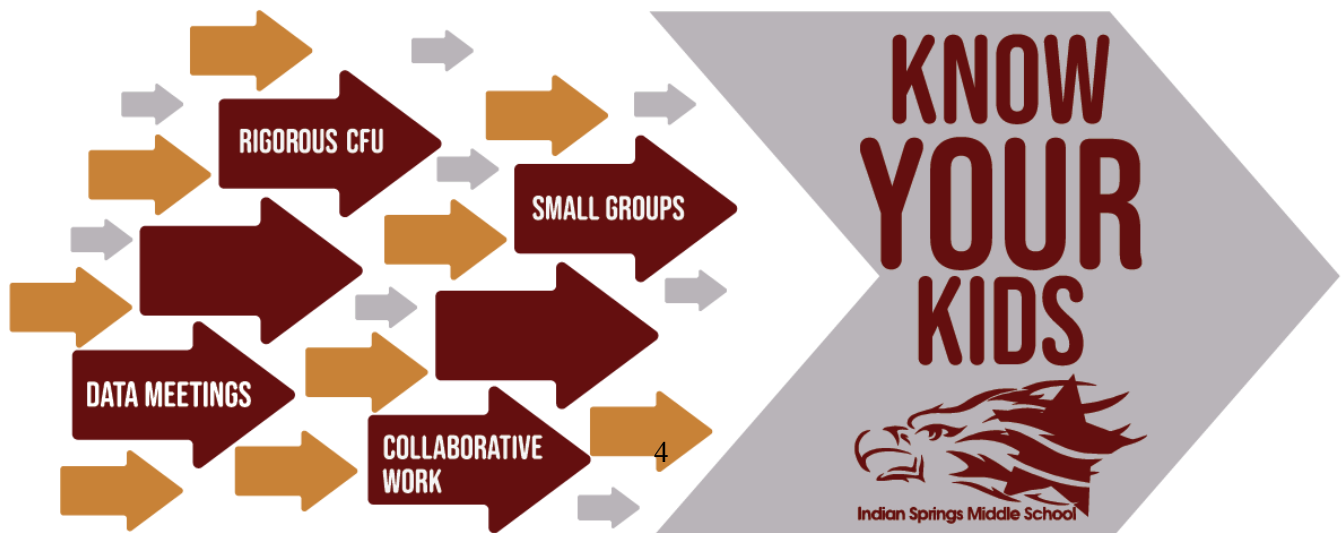
ISMS VISION STATEMENT

Indian Springs Middle School – Where Everyone Learns

KNOW YOUR KIDS

At ISMS, we believe that knowing our students as individuals is vital to ensuring the best educational environment possible. The graphic illustrates the aspects of “Know Your Kids”.

- Rigorous CFUs
- Small Groups
- Data Meetings
- Collaborative Work



PRIDE

Indian Springs Middle School focuses on the PRIDE Skills of Persistence, Respectfulness, Initiative, Dependability, and Efficiency throughout the year. We recognize students for displaying these skills in their daily learning environments.



PRIDE Skills

Persistence	<i>Student completes the task at hand regardless of the obstacles that occur.</i>	● Needs minimal supervision ● Completes assignments ● Willingness to re-work when necessary ● Maximizes available resources
Respectfulness	<i>Student demonstrates and promotes a spirit of cooperation within and outside the classroom.</i>	● Teamwork ● Interacts effectively with others ● Offers assistance to peers ● Community Service ● Communicates clearly and appropriately and in a professional manner
Initiative	<i>Student is a self-starter and a problem solver.</i>	● Quick to assume task; remains on task ● Shows leadership ● Works independently
Dependability	<i>Student demonstrates academic readiness; is reliable and demonstrates responsibility.</i>	● Average or above grades ● Excellent attendance ● Arrives on time every day ● No discipline referrals
Efficiency	<i>Student is organized, punctual, and demonstrates self-management.</i>	● Uses instructional time efficiently ● Manages time wisely ● Demonstrates organization

II. PARENT/STUDENT GENERAL INFORMATION

SCHOOL DAY

The bell to start the day rings at 8:10 A.M., all classes begin at 8:15 A.M. School dismissal begins at 3:10 P.M. for car riders and 3:15 P.M. for bus riders.

SCHOOL OFFICE HOURS

The school offices are open each day from 7:30 A.M. - 4:00 P.M. You are welcome to stop at any office during these hours. The teacher's main focus throughout the school day is interacting with your child. If you wish to speak with a teacher, please contact (email or call) the school or teacher to schedule an appointment. The school phone number is 244-5148.

INTERNET CONTACT INFORMATION

ISMS Web page address is found by clicking here: [ISMS Homepage](#)

CHANGE OF ADDRESS

Please inform your grade-level office immediately if your address or telephone number is changed at any time throughout the year. You may also go to Family Access to update changes.

E-LEARNING

In response to inclement weather, WCCS utilizes a combination of eLearning days and school cancellations. The district's eLearning days are an extension of our vision to prepare our students to be "Ready for Tomorrow." WCCS will utilize only 3 eLearning days per school year. E-Learning days enable us to maintain continuity in student learning and reduce the need for make-up days to be added at the end of the school year. Instruction is provided by each student's teacher through the use of technology. Families are notified of eLearning days just as they are notified of school delays and closings via an automated alert system. Resources and further information regarding eLearning can be found at <https://www.wccsonline.com/elearning>

GUIDANCE

The purpose of guidance services is to help each student in his/her social, educational, personal, and vocational development. Any concerns that a parent may have with regard to the use of this service should be communicated to the school in writing.

TELEPHONE USAGE

The telephones in the grade-level offices, guidance offices, and clinic must be reserved for business. Student calls on these phones are limited. Students using the phone during the school day must have a pass showing permission from a staff member.

NON WATER DRINKS

Students are encouraged to bring water bottles to limit interruptions in learning. Non-water drinks are not permitted at ISMS.

STUDENT ID

At the beginning of the school year, students will be provided an I.D. card. If the I.D. card is lost or defaced, the cost is \$5.00 for a replacement. Student I.D. card must be worn at all times. Student IDs are needed for lunch, checking out library books, and building security. Students without IDs for three consecutive days will eat lunch in an alternative location until the ID is replaced. Students who intentionally do not wear an ID potentially face disciplinary action.

PE SHIRTS

All students are required to purchase an ISMS physical education shirt to wear during PE classes. The students' first and last names are to be written legibly in the front name block. The students may not deface the shirts in any way including, but not limited to, tearing, writing on, or ripping. Students will wear their own shorts/pants/shoes during class.

VISITORS

Parents and guardians are welcome to visit the school. If you would like to talk with a teacher or administrator, please set an appointment to assure that time is available for you. ISMS exterior doors are locked at the beginning of each school day. Parents and visitors may enter the building at the main (south) entrance by pressing the intercom button and speaking with the receptionist. The receptionist will unlock the door and admit visitors. All visitors are to sign in with the receptionist and receive a visitor badge upon entrance to the building. Visitors are to return the I.D. badge and sign out when departing the school. This policy will be strictly followed for every visitor to ISMS. Security cameras have been placed at various locations inside and outside the building.

VOLUNTEERS

Adults who would like to volunteer at Indian Springs must pick up a packet from the receptionist or in a grade-level office that includes a criminal background check, procedures, and an opportunity to express areas of interest. A driver's license or state issued photo ID must be presented to the office staff member processing the criminal background check. The cost of the background check is the responsibility of the volunteer.

USE OF METAL DETECTORS

WCCS has a duty to maintain a safe learning environment for our students. The Board of School Trustees has authorized the use of metal detectors. Students or adults entering a school building within the corporation may be subject to screening with a metal detector. The metal detector may be a walk-through, handheld, or other type of metal detection device. Persons who do not consent to a metal detection screening may be denied admittance.

LOST AND FOUND

Lost and found items are located in the media center.

ISMS FOOD NUTRITION SERVICES

Breakfast and lunch are available to all students on a regular schedule day. On 2 and 3-hour delay days breakfast will not be provided. Monthly menus and prices are posted on corporation and school websites. To prepay meals, parents may click [meal payments](#) to check balances or set up reminders online. Students may pay by check or cash by bringing it to homeroom or front desk. Checks should be made payable to **WCCS Food Service** with the student's name on the memo line. No checks will be cashed. Full check amounts will be deposited into the

student's account. Please DO NOT INCLUDE any other payments such as book, yearbook or supplies on these checks.

Free and reduced price meal applications are available all school year at the school's office, through Skyward Family Access, or the administration office and may be completed at any time. Free and reduced meal prices apply to one breakfast and one lunch daily per student. Second meals purchased the same day will be the adult price or a la carte pricing if not a complete meal. We strongly encourage each student to use his/her own card at each meal.

Middle school students are allowed to charge up to three meals; however, they cannot charge a la carte items. A balance will be given each time a student makes a purchase with his/her ID. Paid and reduced students with a negative balance will be offered a sandwich and milk or an alternate meal. Paid and reduced students with cash in hand may purchase a meal.

At the close of the school year, any remaining balances, both positive and/or negative, are transferred to the student account for next year at ISMS or to CCHS/ETA for freshmen. If a family is moving, the parent/guardian may complete a claim form, and a check will be issued from Central Office. Be sure to include the new mailing address.

This institution is an equal opportunity provider.

III. ATTENDANCE

Promptness and dependability are important values in our society and it is appropriate that they be stressed in school. All students are expected to attend school regularly and to be on time for classes in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Some Truths about School Attendance

1. Regular school attendance is a valuable characteristic.
2. There are legitimate reasons for students to miss school.
3. When a student is not in attendance, school does go on.
4. It is legitimate and proper for the school to set time limits of controllable absences from school beyond which students and their parents will be referred to an Attendance Review Committee.

For the 2024/2025 school year, parents will be able to excuse the first ten student absence days. These absences can be logged into Skyward, or a parent note can be sent to school. The Skyward entry/note must include the reason for the absence within 24 hours in order to be considered an excused absence.

After the tenth absence, a doctor's note will be required to excuse each subsequent absence.

REPORTING STUDENT ABSENCES

If a student is going to be absent from school, the parent or guardian should call the school office by 9:00 A.M. that day or submit a Skyward absence request to report the reason for the absence. When the student returns to school, the parent or guardian must send a written note explaining the absence, unless the parent has already submitted the information in Skyward. Absence verification MUST occur within 24 hours of the absence, or it will be considered unexcused. Emails WILL NOT be accepted.

Attendance Limits:

If a student accumulates ten unexcused absences from school during a school year, the student and a parent will be referred to the Attendance Officer for appropriate action. Absences due to a disciplinary suspension will not count toward the ten-day limit.

Absences are classified into two classes: Excused and Unexcused.

Excused Absences and Written Verification

Written verification must be presented for all excused absences. The written excuses must be turned into the attendance officer within 24 hours upon the student's return to school. In the case of an absence due to a doctor's appointment or illness, for which the student is under the care of a physician, the student must present a signed and dated note from the physician's office to verify this absence.

Excused Absences:

The following absences are excused and do not count toward the ten-day limit:

1. Service as a page in the Indiana Legislature
2. Serving as a poll worker on election day or helper to a political party or candidate
3. Active duty with the Indiana National Guard
4. Civil Air Patrol participation
5. Exhibiting at or participating in the Indiana State Fair or member of the student's household (up to five days and if the student is in good academic standing)
6. Court appearances with a subpoena
7. Personal illness with a note from a doctor
8. Personal illness with a note from a parent
9. Death in the immediate family
10. Absences due to a medical or dental appointment (with doctor's office documentation)
11. School-sponsored field trips (student will be considered in attendance at school)

Unexcused Absences:

All absences not designated as Excused shall be considered as Unexcused absences. All Unexcused absences will count toward the ten-day limit.

Truant:

A student will be considered truant when the absence from school is without the knowledge and approval of a school official or parent.

A full day's absence will occur when a student is absent for five or more periods in a day. A half day's absence will be charged if a student is absent for three or four periods.

Make-up Work

Students must make up all work missed due to an absence. It is the student's responsibility to arrange for making up the work. As a rule, the student will have the same number of days to make up the work missed as the length of the absence. In the case of a planned absence, the arrangements to determine when the work will be due should be made before the absence.

Teachers may assign an attendance grade of up to 5% of the total grade for the grading period. Only unexcused absences will be deducted from the attendance grade.

Vacations and other Planned Absences (including College Visits)

Students who wish to be excused from school for vacations or other planned absences must submit a form, signed by all teachers and the parent or guardian, two full days before the first of such absence to enable schoolwork to be made up for credit. All absences of this nature count toward the ten-day limit. The parent or guardian should contact the school personally to arrange for such absences.

Intervention Procedure

When a student has accumulated five (5) absences, the attendance officer will send a letter to the parent or guardian. When the student has accumulated seven (7) absences, a parent conference will be requested. After a student has reached the ten-day limit, a violation will occur upon the next unexcused absence. This violation will result in a mandatory meeting of the parent and student with the Attendance Officer. The Attendance Officer may recommend the following:

1. Expulsion for the remainder of the semester.
2. Written contract as an individual intervention plan.

The recommendation of the Attendance Officer will be presented to the Principal for final determination.

Truancy Prevention Procedures:

The following procedures apply to students enrolled in Kindergarten through Sixth Grades who have five (5) unexcused absences in a 10-week period:

1. The school shall upon the student's fifth unexcused absence in the 10-week period immediately provide a written notice to the parents. Such written notice shall include:
 - A) the student is an absent student based upon having five unexcused absences within a 10-week period;
 - B) the parent is responsible for monitoring the school attendance of the student and ensuring the student attends school;
 - C) the school will be initiating truancy prevention measures in regards to the absent student;

D) the parent is required to attend an attendance conference concerning the truancy measures the school will be implementing and such conference will be held not more than five instructional days after the fifth unexcused absence occurred; and

E) the superintendent or the attendance officer are required to report if the student is a habitual truant to juvenile court or the department of child services, wherein the juvenile court may determine the student is committing a delinquent act under state law and the parent may be prosecuted for educational neglect.

2. The school shall hold an attendance conference to discuss the student's absences and establish an attendance plan. The conference will be with the following people:

A) School Representative (Principal or Principal Designee)

B) A teacher of the student

C) The parent of the student

D) Parent's Representative if parent gives 48 hours' notice of the representative's attendance and the name of the representative

3. The school shall establish an attendance plan that includes

A) Wraparound services to ensure school attendance for the student.

B) A description of the behavior required and/or prohibited for the student.

C) The effective time period for the plan, but not to exceed 45 instructional days.

D) Disciplinary actions the school will take if the student does not comply with the plan.

E) A referral to counseling, mentoring or other services for the student as appropriate.

F) Whether the parent is required or expected to attend the services assigned to the student.

G) The signature of the student and the parent agreeing to the plan.

ABSENCES

6th grade attendance:

Excused	Unexcused
10 days will be excused with a parent note or Skyward Entry (No Email). - Anything beyond 10 days requires a note from a doctor.	After 5 unexcused absences within 10 weeks: - Provide written notice After 7 unexcused absences within 10 weeks: - Truancy prevention measures - No sports or incentives for the remainder of the school year. - SCAN/Bowen Center referral - Parent conference - Report to DCS/Probation

7th - 8th grade attendance:

Excused	Unexcused
10 days will be excused with a parent note or Skyward Entry (No Email). - Anything beyond 10 days requires a note from a doctor.	After 5 unexcused absences: - Email/letter - No sports or incentives for remainder of the school year - SCAN / Bowen Center referral After 7 unexcused absences: - Attendance meeting with family & Admin - TNS or Offense After 10 unexcused absences: - Individual Improvement Plan - SRO Visit - Recommendation for expulsion

Attendance/Instructional time

In-Person Instruction:

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day the educational program in which the student is enrolled is being offered.

Blended Instruction:

Some situations require temporary Blended Instruction, student attendance for blended instruction will be counted for the in-person days as outlined for In-Person Instruction and for the virtual instruction days as outlined for Virtual Instruction, (i.e. Home Bound).

Remote Instruction:

Student attendance for remote learning, eLearning, shall mean evidence of participation in the activities designed by the teacher for remote learning lessons. Documentation of weekly or daily pick-up and return of the assignments will be used as evidence of participation.

All students are expected to attend school whether by in-person, virtual, blended, or remote instruction.

All provisions of this policy apply to all students enrolled and receiving instruction in-person, virtually, or in a blended format.

Habitual Truant

- A. A "Habitual Truant" is defined as a student who has ten (10) or more days of unexcused absences.
- 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 law, 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 designee.
- D. The student's principal *may* 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.
- F. **A student who has been designated as a Habitual Truant *will not* be allowed to participate or continue to participate in *extracurricular activities and/or co-curricular activities*.**

REQUEST OF ASSIGNMENTS FOR SHORT-TERM/LONG-TERM ABSENCES

If students are absent, families are encouraged to check Google Classroom & Skyward for missed assignments during the absence. If students do not have access to Google Classroom at home, please contact your grade-level office by 9:00 a.m. to pick up assignments.

TARDINESS TO SCHOOL

Students are expected to arrive at school on time. A student will be considered tardy to ISMS if not in HR by 8:15.

TARDINESS (to school):

Excused	Unexcused
10 tardies for arrival to school may be considered excused.	Beyond 10 tardies will be considered unexcused without a doctor's note. 5th Unexcused Tardy: - Email/letter - No sports or incentives for remainder of the school year - SCAN / Bowen Center referral 7th Unexcused Tardy: - Attendance meeting with family & Admin - TNS or Offense 10th Unexcused Tardy: - Individual Improvement Plan - SRO Visit - Recommendation for expulsion

Tardy to class: Tardiness to any class will be handled as follows:

- Students who are late to class (5 minutes or less) are considered tardy. Each team or teacher will determine where and when students need to be in order to be considered "on time" and communicate those expectations to their students. Students who are not at the designated area (more than 5 minutes) may be assigned consequences as listed under "Truancy."
- The core teams will be responsible for tracking student tardiness.
- The consequences for tardiness to class are:
 - 1 - 3 tardies will result in documented warnings
 - 4 - 5 tardies will each result in a Tuesday Night School
 - 6 tardies and beyond will result in referrals
 - The process starts new each 9 weeks

TRUANCY FROM CLASS

Truancy is defined as "a student who is somewhere other than where a teacher or school employee directs without proper authorization, on school grounds, or being absent from school for an **invalid** reason for more than 5 minutes." When students are assigned to serve a Tuesday Night School, attendance is required.

ISMS First Truancy Offense

- Parents/Guardians will be notified of the infraction.
- The student will be informed of the Indiana laws regarding attendance.
- The student will be assigned one Tuesday Night School.

ISMS Second Truancy Offense

- Parents/Guardians will be notified of the infraction.
- A meeting may be scheduled with the parents or guardians, administrator, counselor and teachers.
- The Whitley County Probation Department may be notified of the infraction.
- The student will be assigned two Tuesday Night Schools or one day In School Suspension.

ISMS Third Truancy Offense

- The student/parents/guardians may meet with the administrator before the student will be allowed to return to class.
- The Whitley County Probation Department may be notified of the infraction.
- The student may be assigned to serve two days of In-School Suspension.

ISMS Fourth Truancy Offense

- At this stage, the matter will be referred to Whitley County Probation, and a petition alleging delinquency will be filed.
- The administrator will assign a discipline offense.
- A meeting may be held at the Whitley County Courthouse involving the student, the student's parents or guardians, school officials and Whitley County Probation Department officials.

WITHDRAWAL FROM SCHOOL

Withdrawal or transfer from ISMS will be handled in the seventh grade office. The withdrawal papers must be completed by the parent or guardian of the student.

All rental textbooks and school property must be returned to the grade-level office when withdrawing or transferring.

IV. PROCEDURES

ARRIVAL TO SCHOOL/DEPARTURE FROM SCHOOL

Students are not to enter the building until 7:50 A.M., unless approved by an adult supervisor. If students arrive between 7:50 A.M. and the start of school, they will not be admitted to their classroom areas until the first bell at 8:08 A.M. Students will report to the main gym or Carver Center until the bell rings for the start of the school day.

All students are expected to ride their assigned bus to and from school unless a parent has made other arrangements. Parents should make other arrangements for social reasons such as a party or visiting a friend. Parents who wish to bring and/or pick up their children should do so on the north side of the building. **Parents are to provide a written note to the grade-level office if they wish to pick up their child as a regular bus rider. All notes must be received by 2:00 P.M. to ensure proper notification.** Students will not be permitted to walk, ride bicycles, or ride any type of motorized vehicle to or from school.

Safety Note: There is a great deal of both vehicle and pedestrian traffic at the beginning and end of school. *It is essential that parents/guardians and/or relatives remember to drive slowly and cautiously through the parking lot. All who drop off students are expected to follow the traffic drop off procedures.*

Departure Traffic: *Vehicles need to stop for buses at dismissal.* Please use this link to understand procedures for the end of the day pick up [car riders](#). Vehicles are to follow traffic patterns, and traffic may be directed by a police officer.

ARRIVAL PROCEDURES (Bus Students)

1. Walk into the building using the assigned entrance and stay in your assigned area.
2. Follow the building rules upon leaving the bus.
3. Turn all notes/payments/etc to Homeroom teacher.
4. Students who wish to purchase breakfast will be dropped off at the Carver Center.
5. Band students are to take their instruments to the band room immediately.
6. Arrive at the designated time.
7. Follow adult directives.

ARRIVAL PROCEDURES (Car Riders)

1. Enter school through door 10.
2. Enter the building after 7:48 A.M.
3. Proceed to breakfast or the hallways by the gyms upon arrival.
4. Follow all building rules upon entering the building.
5. Remain in the assigned area until the first bell.
6. Talk at appropriate voice levels and use appropriate language.
7. Proceed to the office or class areas when the 8:10 A.M. bell rings.
8. Do not bring food or drink into the assigned area other than a clear water bottle.
9. Follow adult directives.

DISMISSAL PROCEDURES

1. Walk directly to your prearranged or designated areas of exit (guardian pick up at 3:09, bus at 3:15, extra-curricular activities at 3:20). Students who willingly leave their designated area early at dismissal time could face discipline.
2. Use appropriate language and appropriate voice levels.

HALLWAY/SCHOOLGROUND PROCEDURES

1. Keep hands, feet, and lanyard to yourself.
2. Walk at an appropriate pace.
3. Use low voices and appropriate language.
4. Go directly to your destination.
5. Keep to the right.
6. Follow adult directives.

CAFETERIA PROCEDURES

1. All students enter the Carver Center and find assigned seating.
2. No groups are released to the lunch line until the adult supervisor dismisses tables.

3. Groups will enter the hallway to go to the kitchen in the order that is established.
4. Students are to walk, keep hands, feet, and lanyard to themselves, and stay along the wall in the hallway when proceeding to the lunch lines.
5. Students should remain seated at all times except when lining up for lunch, returning a tray, or getting seconds.
6. Students may buy seconds from the kitchen once it is open. Seconds will stop five minutes before the closure of lunch.
7. No food or drink is to leave the Carver Center.
8. Students will pay the adult lunch price for a second lunch.
9. Students will be dismissed from their tables at the end of lunch by the adult supervisor after their table and the surrounding area are clean.

MEDIA CENTER PROCEDURES

1. Enter respectfully.
2. Show media center staff your pass if visiting without a class.
3. Login to Destiny on your device to look up items, view your checkouts, and place holds.
4. Ask for help when you have difficulty finding what you need.
5. If checking out materials, line up at the circulation desk by the library office.
6. Check out materials only for yourself.
7. If not checking out materials, sit at the tables to look at magazines or read quietly.
8. Stay in the area where your class is working rather than joining another group.
9. After you have checked out your books or magazines, sit quietly at the tables until your class is ready to leave.
10. Have one of the media center staff sign your pass before you leave.
11. When you leave the media center, go directly to class.

Checkout limit:

1. You may check out up to five items.

Renewals:

1. You may renew your book before the due date through Destiny - "My Info" tab.
2. Books may be renewed without bringing the book, as long as the book is not more than one week overdue.
3. Books may be renewed twice for a total of 6 weeks. A book that is on hold may not be kept past 6 weeks from the original checkout.

Fines/Fees:

1. Students must pay for lost or damaged items. Cost is the replacement cost of the item(s).
2. If lost items are found, the payment will be refunded.

Class Research Work

1. Stay in the area assigned to your class for the period.
2. Check the online catalog for resources on your topic. Ask for help if you have difficulty.

LOCKER POLICY

All school lockers are the property of WCCS. It is the obligation of Indian Springs Middle School administrators and designated staff to supervise the use of school lockers and their contents. Locker procedures are for the purpose of eliminating theft and vandalism and for maintaining the condition and appearance of the lockers. These procedures are:

1. Memorize your combination and do not give it to anyone.
2. Do not allow anyone to observe you using your combination.
3. Do not allow anyone to use your locker for his or her belongings.
4. When closing your locker door, be sure it is fastened securely and locked by turning the combination dial.
5. Keep your locker clean and neat. Do not allow coats, papers, bags, and other articles to block the door or to hang out of your locker. Food is not to be left in lockers.
6. Do not leave personal materials or books on the floor outside the lockers or in the small group area.
7. Report all locker problems to your grade level office.
8. Damage to the lock and/or locker beyond ordinary use may be charged to the student.
9. Altering the lock or locker appearance may result in disciplinary action.

CLINIC/MEDICATION PROCEDURES

1. Students who come to the clinic must have a pass from a staff member.
2. A parent will be called to pick up a student who cannot return to class. Students are not permitted to call/text parents for pickup without nurse approval. Student failure to adhere to this will result in a cell phone violation.
3. A parent will be contacted (phone or letter) if a student has spent excessive time in the clinic.
4. Parents must provide all medication, including over-the-counter medications for their child and complete a WCCS medication permission form (see WCCS Handbook).
5. Illnesses or injuries which have occurred outside school should initially be taken care of by a parent/legal guardian. If the student requires limitations or care at school, the school nurse needs documentation from the physician.
6. **School personnel, including the nurse, will not take any student home.**
7. ISMS will provide a certain amount of Tylenol and/or Ibuprofen during the year for a \$1.00 fee. If all those pills are used, another fee may be paid. A form must be signed in order to take advantage of this process.

ACCIDENTS

All injuries should be reported to the school nurse and administration. If the nurse decides that the student should see a doctor, a parent/guardian will be called. If the nurse is not available, students should report to the seventh grade office.

V. TRANSPORTATION

VEHICLE PARKING

All students brought to school or picked up after school by car should follow the procedures. The bus loop will be accessible to buses only. For the safety of children, please follow this procedure.

BUSES

Bus riding is a privilege and a responsibility for all bus riders. Safety considerations must remain important to all concerned. If a student is disruptive in any manner, he/she may be removed from riding the bus for a period of a

few days to the remainder of the year. Please refer to the WCCS Handbook for details of bus behavior, expectations, and consequences. Student IDs are part of the boarding/unloading protocol at WCCS.

EMERGENCY DISMISSAL

In the event that an emergency dismissal must be called, dismissal time will be announced using the WCCS parent alert system.

It is imperative that WCCS families maintain updated information regarding Emergency Dismissal drop off locations for each child. Emergency Dismissal instructions must include an address and bus number. The address must be on the route of one of the buses serving the school your child attends and should reflect a location where an adult would be present in the event of an emergency.

In the event of an emergency, school staff will be focused on attending to the safety and well-being of students. WCCS staff will NOT make phone calls to determine where a child should go, nor will they be available to take phone calls to make transportation changes.

VI. EMERGENCY INSTRUCTION

Several times a year, and at various times during the school day, ISMS will conduct fire drills, tornado drills, lockdown drills, and earthquake/evacuation drills to keep staff and students aware at all times of what to do in the event of an emergency. For further details about emergency procedures, consult an administrator.

EMERGENCY DISMISSAL

In the event of an emergency dismissal of students, WCCS will run all elementary routes first then middle school/high school routes.

1. All elementary
2. ISMS, CCHS & ETA

*The buses will run like a normal day. Dismissal times will be announced using the WCCS dialer and email.

It is imperative that WCCS families maintain updated information regarding Emergency Dismissal drop off locations for each child. Emergency Dismissal instructions must include an address that is already on the route of one of the buses serving the school your child attends and should reflect a location where an adult would be present in the event of an emergency.

In the event of an emergency, school staff will be focused on attending to the safety and well-being of students. WCCS staff will NOT make phone calls to determine where a child should go, nor will they be available to take phone calls to make transportation changes. If staff is in doubt regarding your child's drop-off location, your child will be sent to Y-Care for parent pick-up. The parent will be responsible for any charges assessed by the YMCA.

VII. STUDENT PERFORMANCE

To measure student progress, students will be assessed in accordance with the Indiana Academic Standards that align with our middle school curriculum and corporation policy.

REPORT CARDS

Indian Springs Middle School will use the established WCCS grading scale. Report cards will be posted to parents/students for each 9-week grading period.

Grading Scale:

A	94 – 100	B+	88 – 89	C+	78 - 79	D+	68 – 69
A-	90 – 93	B	84 – 87	C	74 – 77	D	64 – 67
		B-	80 – 83	C-	70 – 73	D-	60 – 63
						F	0 – 59

HONOR RECOGNITION

Students who achieve grades of a B- and higher for each semester will receive the distinction of being named to the school Honor Roll. When achieving all A's during any semester, the student will receive the distinction of being named to the school All A-Honor Roll. An award will be given to students who exhibit the PRIDE competencies. These skills are highly sought by future employers.

STUDY TIPS FOR STUDENTS

If students are to enjoy success at school, they need to develop good study habits. To form the following habits, your child should:

1. Establish a definite study schedule. It may be right after supper or after school, but set aside a definite time for schoolwork.
2. Take advantage of the study time available at school. It may be necessary for students to take books or other resources home from time to time.
3. Be organized with study habits.
4. Have needed materials at hand.
5. Find a quiet place at home as a regular study location.
6. Take notes on reading material. Writing important ideas and facts can help students remember them better.
7. Concentrate on class assignments and do your personal best to produce good, quality work.
8. Check Skyward and Google Classroom for updates and accuracy on homework, grades, discipline and attendance.

HOMEWORK

Homework is assigned to provide students with an opportunity to gain a better understanding of the subject matter. By teachers assigning work outside class time, the student must also accept individual responsibility for its completion, thus helping to prepare the student for the types of responsibilities that will be encountered later in life. Parents are encouraged to discuss and/or help students with their homework. Parental involvement in this area can

help bring an understanding of classroom activities and subject matter for parents. Parents may access Skyward and Google Classroom for homework, current academic status, current disciplinary status and attendance information.

MISSING AND MAKE-UP WORK

It is always the responsibility of the student to make up work missed due to absence. Students will have one day for each day's absence to make up and submit the required work and/or take a test. Arrangements with the teacher or teacher team will have to be made for missed work caused by an extended illness. Parents may access Skyward and Google Classroom for homework, current academic status, current disciplinary status and attendance information. Projects due after an absence may not be subject to the one-day make-up rule.

MISSING WORK GUIDELINES

Assignments are due when they are collected. Any assignments turned in after that time will be marked as late and may result in a lower grade or not accepted. Exceptions to this guideline may be made through an individualized plan.

STUDENT INFORMATION - Skyward and Google Classroom fostering parental involvement by connecting parents and schools

Skyward and Google Classroom are convenient home-to-school collaboration tools that allow you to keep track of your child's academic progress and work. The following list includes some of the features of these programs that may be offered during the school year:

- Current progress reports
- School announcements (web messages)
- Access to each teacher's lesson plans and corresponding homework
- Student schedules, grades, discipline issues, assignments, daily attendance, book fees, and demographic information
- Communication with teachers via e-mail such as notification of missing assignments, tardies, discipline incidents, or progress reports

After you become a registered user, these programs can be accessed on the ISMS home page or on the Skyward app.

[SKYWARD REFERENCE GUIDE](#)

PROMOTION, PLACEMENT AND RETENTION

At Indian Springs Middle School, we strive to see that students are working at their ability levels. If a student does his/her personal best by completing and turning in all work and assessments, then the student will most likely earn a passing grade. By not doing, completing, or turning in schoolwork, a student is not developing a good work ethic and may miss important information and skills in a subject area.

If students are identified as not succeeding in the classroom, then a Response to Instruction plan (RtI) may be initiated, and parents are notified. If the RtI interventions are not successful, parents of these students may receive a letter at the end of the first semester indicating that the student may be considered for retention. At that time, the corporation retention group may determine whether your child is retained.

VIII. STUDENT CONDUCT

Students are expected to be responsible for their own behavior during the course of the school day in all parts of the building, at WCCS school events, study trips, and on buses. The purpose of school is to provide a quality education for all students. Uncooperative or disruptive behavior prevents the student and other students from learning. Each grade level, team, and classroom teacher will develop expectations, and there will be consequences for non-compliance to these expectations. If a child's behavior interferes with the learning process of other students, disciplinary actions will be taken, including ineligibility to attend a field trip. Whitley County Consolidated Schools afford all students due process as outlined in Indiana Code 20-33-8. The WCCS Handbook details the grounds for expulsion, suspension, and exclusion of students from school, the procedures to be used, and the rights of others. The fundamental right of teachers to teach and students to learn will be honored. Parental and administrative support is essential in this process, and every effort will be made to utilize fairness and consistency in disciplinary concerns while respecting the rights of others.

ACADEMICS: CHEATING/PLAGIARISM

Cheating is defined as any of the following actions:

1. Incorrect grading of a paper, either by changing an answer, adding an answer that had been blank, or not marking an error incorrect
2. Copying someone else's work, giving someone answers, or allowing someone to copy your work, whether homework or in a test situation
3. Plagiarizing the work of another writer by copying it from a book or a computer source. Plagiarism is defined by the American Heritage Dictionary (1989) in this manner, "*to steal and use the ideas or writings of another as one's own.*" When using three (3) or more consecutive words of another person, a writer must give proper credit through footnoting or other documentation. Students will be expected to cite the sources of information used in assignments so that they are not guilty of plagiarism.
4. Stealing someone else's material and knowingly turning it in as your own work
5. Using prohibited sources, consulting with others, using electronic equipment, or using materials not authorized by the instructor during an examination.

ISMS Cheating Consequences:

First Offense:

The student will write a letter to his/her parents explaining what he/she has done and why. A copy of the letter will be kept in the student's file, and the original will be provided to his/her parents. The student will receive a referral. Any attempt to retake an exam will require a meeting organized by the student to discuss acceptable parameters set by the teacher.

Second Offense and Additional Offenses:

The student will write a letter to his/her parents explaining what he/she has done and why. A copy of the letter will be kept in the student's file, and the original will be provided to his/her parents. The student will receive an Offense. Any attempt to retake an exam will require a meeting organized by the student to discuss acceptable parameters set by the teacher.

BEHAVIOR DOCUMENTATION

Administration reserves the right to utilize the misbehavior track, misconduct track, or other appropriate discipline in conjunction with one another to guide each student.

Misbehavior may be documented using referrals and offenses. Four documented referrals will result in an offense. Each offense will cause the student to reach the following steps:

Misbehavior may include, but is not limited to the following incidents:

1. Rudeness/discourteousness
2. Excessive or inappropriate talking
3. Horseplay inside or outside the classroom
4. Unacceptable language
5. Disruptive/uncooperative behavior
6. Improper use of school equipment or materials (includes using technology improperly or in a way not assigned by an adult). Please refer to the “Responsible Use Policy for Electronic Resources” section of the WCCS Handbook
7. Failure to follow adult instructions inside or outside the classroom
8. Failure to follow school and corporation rules
9. Any other conduct that might disrupt or detract from the educational process

Step 1 Offense sent home, and a student/team conference may be held. Lunch detentions and/or alternative consequences may occur.

Step 2 Offense sent home, and a student/parent/team conference may be held. Tuesday Night School and/or alternative consequences may occur.

Step 3 Offense sent home, and a student/parent/team conference may be held. Two (2) Tuesday Night Schools and/or alternative consequences may occur.

Step 4 Offense sent home, and a parent/team/student/administrator conference may be held. One (1) day In-School Suspension and/or alternative consequences may occur.

Step 5 Offense sent home, and a parent/team/student/administrator conference may be held. Two (2) days In-School Suspension and/or alternative consequences may occur.

Step 6 Offense sent home, and a parent/team/student/administrator conference may be held. Three (3) days In-School Suspension and/or alternative consequences may occur. An individual behavior plan may be developed at this time.

Steps 7+ Offense sent home, and a parent/team/student/administrator conference may be held. Limited participation in extracurricular activities (see Activities Handbook for specific guidelines). Out-of-School Suspension(s) and/or alternative consequences may occur.

Misconduct may be documented using an offense. Each offense will result in the student reaching the following steps. Misconduct may include, but is not limited to the following incidents:

1. Swearing, intimidation/harassment, threats, bullying or disrespect toward students or adults
2. Destroying school or personal property, including students misusing technology for a second time or such that work is required to correct the problem (refer to the WCCS Handbook)
3. Excessive defiance or refusal to cooperate
4. Fighting
5. Possession of drugs, drug paraphernalia, alcohol, or tobacco
6. Under the influence of drugs or alcohol
7. Any violations of Indiana Code 20-33-8.

Steps 1-4 Offense sent home, and a student/team/parent/administrator conference may be held. In-School Suspension/Out-of-School Suspension and/or an alternative consequence may occur which includes the possibility of expulsion. An individual behavior plan may be developed. The student will be referred to an ISMS counselor. Limited participation in extra-curricular activities for two (2) weeks, one (1) month, and indefinitely may occur at steps (1) one, (2) two, and (3) three* (*See **athletic/extra-curricular policy** in student handbook for specific guidelines).

Step 5- Offense sent home, and a student/team conference may be held. Recommendation for expulsion and/or an alternative consequences may occur.

POSSESSION OF FIREARMS, DEADLY WEAPONS, OR DESTRUCTIVE DEVICES

Indiana Code 20-33-8-16 states: "A student who is identified as bringing a firearm, deadly weapon, or destructive device to school or in possession of a firearm or destructive device on school property may be expelled for one calendar year. It is up to the superintendent to modify the period of expulsion. Superintendent or designee must notify law enforcement immediately.

ALCOHOL OR ILLEGAL DRUGS (Probable Cause)

Alcoholic beverages and drugs are **absolutely prohibited as outlined in IC 20-33-8-14 and IC 20-33-8-15.**

Student behavior that leads school authorities to have reasonable suspicion that the student is under the influence of any substance will be subject to the drug testing policy. The school administration may require a drug/alcohol test to be immediately administered at the school corporation's expense. Refusal to comply with the reasonable suspicion protocols will be considered an admission of being under the influence of alcohol or other drugs.

BEHAVIOR PLANS

Individual behavior plans are developed as a team. The team includes the student, parent, teaching team, and others that may be involved such as an administrator, guidance counselor, resource teacher, nurse, or others, if requested. The behavior plan includes steps six (6) through seven (7+) on misbehavior and steps one (1) through (5) five on misconduct that delineate the process and may include In-School Suspension, Out-of-School Suspension, Expulsion, Tuesday Night School, loss of extra-curricular activities, and any other consequences as deemed necessary in relation to the inappropriate behavior of the student. The total team retains flexibility at each step of the behavior plan. Behavior plans will include incentives and rewards that encourage positive student behavior. A behavior plan will be developed prior to Step 6 on misbehavior if necessary, and all behavior plans may deviate from the standard plan based on individual student circumstances.

TOBACCO POLICY

Indiana Code 35-46-1-10.5 states: "A person less than eighteen (18) years of age who (1) purchases tobacco, or (2) accepts tobacco for personal use, commits a Class C infraction." Therefore, smoking and the use of smokeless tobacco is prohibited:

1. Anywhere on school grounds or within 1000 feet of school grounds
2. Off school grounds at a school activity, function, or event
3. Traveling to and/or from school or a school activity, function, or event

A student found using, transmitting, or in possession of tobacco, in any form, or an electronic cigarette (generally known as "e-cigarette") which also includes any item that looks like or is represented to be an electronic cigarette, will be subject to the following disciplinary procedure:

First Offense:

Students will be assigned In-School Suspension, and the parent/guardian will be contacted. A letter may be sent to the Prosecuting Attorney's Office. The student may be subject to a monetary fine. An Offense may be issued. In the event the student is an athlete, please refer to the ISMS Athletic/Extra-Curricular policy in the student handbook for any additional consequences.

Second Offense:

Students may be assigned two days of In-School Suspension, and the parent-guardian will be contacted. The student may be subject to a monetary fine. An Offense may be issued. In the event that the student is an athlete, please refer to the ISMS Athletic/Extra-Curricular policy in the student handbook for any additional consequences.

Third Offense:

Students may be suspended from school, and a parent conference may be held. The student may be subject to a monetary fine. Expulsion may be considered. An Offense may be issued. In the event that the student is an athlete, please refer to the ISMS Athletic/Extra-Curricular policy in the student handbook for any additional consequences.

WIRELESS DEVICES PROHIBITION

Possessing and/or using a wireless electronic device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computers, digital cameras, and/or gaming devices in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene.

This rule is not violated when the student has a) been given permission from a teacher to or use a wireless device for educational purposes during instructional time; b) to use a wireless device in an emergency or to manage the student's health care; c) to use a wireless device as part of the student's Individual Education Plan (IEP) or 504 Plan.

In addition to being disciplined, students who use a wireless electronic device in a manner which violates this rule may have the device confiscated by school administration. Such a device will be returned to the parent.
IC 20-26-5-40.7

Students' electronic devices, including cell phones and smartwatches, must be turned off and put away unless authorized by a school employee.

Students in all grades are not to have their phones out at any time during the school day. Their phones are to be turned off and kept in their lockers all day. There are no exceptions to this rule.

Electronic device violations will result in a confiscation, documentation, Referral, or Offense.

CONSEQUENCES:

<u>Student Action</u>	<u>School Action</u>
------------------------------	-----------------------------

- | | |
|---------------------------|--|
| 1. <i>First Incident:</i> | One (1) full school day confiscation of the equipment; after day of confiscation, return to parent |
|---------------------------|--|

2. *Second Incident:* Two (2) full school days confiscation of the equipment; after confiscation, parent phone call by school administration, 4 lunch detentions, return to parent (end of the school day)
3. *Third Incident:* Confiscation of the equipment until parent meeting with school administration. Students are no longer permitted to bring phone/ electronic devices to school. Phone returned to parent (end of the school day)
4. *Fourth Incident:* Student will receive an offense for this infraction and each further infraction.

Acceptable Use Policy

School Board Policy 7540.03/07540.04

The Board of School Trustees of Whitley County Consolidated Schools Corporation believes that providing Internet access to the faculty and students promotes educational excellence and enhances sharing, innovation, and communication. The use of technology including Internet access in the school corporation must be in support of education and research, and consistent with the purposes and the mission statement to the school corporation.

All users have the responsibility of complying to a strict, ethical, and legal standard of conduct. Instances of abuse will be subject to administrative review. Abuse or violation of this policy by a student or staff member may result in suspension of Internet access privileges. Further disciplinary action for student violations may include but not necessarily be limited to removal from a class or an activity, after school detention, in-school or out-of-school suspension, or expulsion. Any employee found to violate this policy will be subject to disciplinary action up to and including termination of employment.

The educational value of student Internet access is the joint responsibility of students, parents, and employees of the school corporation. Students will be supervised by faculty or staff members and must have faculty or staff permission to use a school account or resource to access the Internet. Parents must sign the school corporation Acceptable Use Policy (AUP) Agreement to indicate parental permission for student use of the Internet at school. The signed AUP agreement must be on file with the school corporation before the student may use the Internet at school or with corporation-owned technology devices.

Specific Prohibitions for Use of the Internet

1. Users shall not deliberately or willingly cause damage to computer equipment or to software or help others to do the same.
2. Users shall not cause or attempt to harm, modify, or destroy another user's data, information, or materials.
3. Users shall not share, exchange, or use other user's account log-in, password, or other access codes.
4. Users shall not upload or create a computer virus.
5. Users shall not access or view other user's files without the owner's clearly stated permission.
6. Users shall not respond to unsolicited online contact.
7. Users shall not engage in harassment, discriminatory remarks, and other antisocial behaviors.
8. Users shall not subscribe to listserves.

9. Users shall not transmit obscene, abusive, sexually explicit, or other inappropriate language.
10. Users shall not use the Internet to access, upload, download, distribute, or process pornographic, obscene, sexually explicit material, or any materials that may be harmful to minors.
11. Users shall not share personal information such as addresses, phone numbers, credit card numbers, etc. on Internet websites that are unrelated to school-related activities.
12. Users shall not reveal personal addresses or phone numbers of other students, friends, parents, school staff members, etc. on Internet websites.
13. Users shall not make purchases through the Internet
14. Users shall not violate any local, state, or federal laws including copyright laws.

Filtering:

Student Internet activities will be monitored by the school corporation to ensure students are not accessing inappropriate sites.

Each school corporation-owned computer and other technology-related device with Internet access shall have a filtering device or software that blocks access to obscene, pornographic, sexually explicit, and other inappropriate materials for students, or materials otherwise harmful to minors.

Staff members shall not allow students to use any computer or device with Internet capability that does not have Internet filtering software or hardware installed. This includes any computer, or other technology-related devices in the corporation's libraries, media centers, classrooms, laboratories, or offices where students are allowed to use a computer, or any other such device, with Internet access.

Legal Resources IC 20-26-5-40.5 and 35-49-2-2

SOCIAL MEDIA USE BY STUDENTS

Social networks refer to a group of websites and tools on the Internet which support collaboration and sharing of opinions, insights, experiences, and perspectives. The content within them, and the functionality of that content, is managed and regulated by the user community itself and not the provider of the network or a third party. Typical examples of social networks are blogs, podcasts, message boards, and social networking sites such as Facebook, Instagram, Snapchat, X/Twitter, among others.

1. The corporation provides access to social networks strictly for educational purposes toward the support of the corporation's educational goals and allows their use only for the value they may provide in the context of assigned educational exercises. Students must follow these rules when using social networks:
2. Any students using social networks must be directly supervised by a teacher or other staff member who is aware of and approves of their access to such a site. Only sites not blocked by the corporation technology department may be used.
3. Students shall not share their name or personally identifiable information on a social network or establish relationships on the Internet unless a parent or teacher has coordinated the communication.
4. Students who utilize social networking for educational purposes shall be aware of and familiar with privacy options on the social networking site and shall set those options to limit access to personal information to "friends" only.
5. Students shall be aware that privacy options alone cannot fully protect personal information. If a student shares personal information, that information may be shared with other people unknown to the student. Thus, students shall carefully consider what information is posted online.
6. Photos posted on social networking sites as a part of educational exercises shall NOT contain other students. Permission, either spoken or in writing, should be granted from any adults before posting their pictures.
7. Teachers and other adult staff shall NOT "friend" students on social networking sites. Students shall not "friend" teachers on social networking sites. Teachers and school staff members are ethically and legally bound to report any activity in which a student may be breaking the law or in danger of hurting him/herself or others.
8. All policies and guidelines regarding student behavior in general apply when using social networks, including all guidelines under the corporation's Acceptable Use of Computers policy and all corporation rules relating to harassment, bullying and behavior disruptive to the educational environment.

Chromebook Damage Fee

WCCS will not offer device insurance for the 2024/25 school year. If a student incurs a Chromebook damage fee, a billing statement will be sent to the parent/guardian. Parent/guardian will have 30 days from the date on the billing statement to pay the balance due. If Chromebook damage fees remain unpaid at the end of the 30 days, the account will be turned over to a collection service provider.

PUBLIC DISPLAY OF AFFECTION

One of the goals of ISMS is to prepare students for a successful transition to the workplace. Workplace etiquette is a key factor to their success. The following guidelines specify inappropriate behavior on school grounds (this includes before and after-school activities):

1. Hugging
2. Hand holding
3. Kissing

Students who display any of the above behaviors may receive the following consequences:

1. Referral
2. Possible removal from attending future extracurricular activities if incident occurs during these activities

PERSONAL GROOMING AND DRESS

We take pride in the appearance of our students. Indian Springs Middle School is a temperature controlled environment making it unnecessary for students to dress in clothing that would be more appropriate to be worn outside the school setting. The following guidelines have been set as school **appropriate**:

1. The length of shorts or skirts must be appropriate for the school environment. (A good rule of thumb is fingertip length or mid-thigh.)
2. Shirts, tops and dresses that have at least two (2) inches of shoulder covering material
3. Pants/jeans that show no skin above finger-tip or mid-thigh length on legs

Final determination in regards to the appropriateness of clothing rests with administration.

The following guidelines have been set as **inappropriate**:

1. Any dress that promotes, mentions, or depicts activities such as drugs, alcohol, tobacco, violence, gangs, defamation of individuals/groups/organization, or is sexually related
2. Bare midriffs
3. Any holes in pants cannot be higher than mid-thigh.
4. Any cleavage showing
5. Hats, caps, sweatshirt hoods, visors, sunglasses or bandanas (except on special occasions)
6. "Nightwear" or underwear worn as replacement for clothing
7. Book bags/backpacks carried to class, except to PE class
8. Items worn that could cause harm to self or others
9. Revealing or improperly tight clothing
10. Boxer shorts, biker shorts or volleyball shorts (unless worn as undergarments)
11. Clothing that is torn excessively or in inappropriate locations
12. Anything disruptive to the learning environment as deemed by the school administration

Consequences for dress code violations are:

- 1 - 3 violations will result in a phone call home for a change of clothes
 - 4 -5 violations will each result in a Tuesday Night School or alternative consequences
 - 6 violations and beyond will result in Referrals or alternative consequences
- THESE VIOLATIONS DO NOT START OVER EACH 9 WEEKS

HARASSMENT/BULLYING

Students at Indian Springs Middle School need a safe and threat-free environment in which to work if they are to do their best. To that end, ISMS takes a strong stand against fighting, possession of weapons, drugs, alcohol, and tobacco. Another area that is very difficult for students, especially at this age, is that of intimidation, harassment and bullying.

For a variety of reasons, a student may call other students names, may make inappropriate sexual remarks, or may verbally threaten another student. In addition, students may touch others in an inappropriate manner or use their physical presence to intimidate or threaten other students.

Intimidation is defined as a person who communicates a threat to another person with the intent to engage in conduct against the other person's will.

Harassment is defined as a person who intends to harass, annoy, or alarm another person with no intent of legitimate communication.

Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, or harm the targeted student and create for the targeted student an objectively hostile environment that:

- places the targeted student in reasonable fear of harm to the targeted student 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 services, activities, or privileges provided by the school.

This rule may be applied regardless of the physical location of the bullying behavior when a student committing the bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonable and 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.

Any student or parent who has knowledge of conduct in violation to this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to school administration. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying school administration. This report may be made anonymously.

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.

Consequences

Step 1. Parent will be notified about the incident and action taken by the school. This will include a meeting with the guidance counselor regarding this issue. Additional discipline actions may be taken based on severity of the incident. Student may receive an Offense.

- Step 2. Parent will be notified about the incident and action taken by the school. This may include a minimum of one day of In-School Suspension. The student may receive an Offense.
- Step 3. Parent conference will be requested. Action taken by school may include a minimum of one day of Out-of-School Suspension. The student may receive an Offense.
- Step 4. Parent conference will be required. Action taken by the school may include suspension of up to ten days out of school and/or a request for expulsion. The student may receive an Offense.

ANTI-HARASSMENT COMPLIANCE OFFICERS

The following individuals serve as “Anti-Harassment Compliance Officers” for the Corporation. They are hereafter referred to as the “Compliance Officers”.

Dr. Laura McDermott
Superintendent
107 N. Walnut
Columbia City, IN 46725
(260) 244-5771

Mr. Todd Fleetwood
Director of Business and Operations
107 N. Walnut
Columbia City, IN 46725
(260) 244-5771

TUESDAY NIGHT SCHOOL GUIDELINES

The purpose of Tuesday Night School (TNS) is to enable students who might otherwise be suspended to remain at school and provide them with an opportunity to improve their academic standing.

In addition to the rules in the ISMS Behavior Plan, students will be expected to observe the following:

1. Parent/guardians and student will receive a Tuesday Night School email by Monday at 9:00 A.M. to participate in Tuesday Night School the following day.
2. Students will be reminded of their Tuesday Night School assignment prior to serving. It will be the student’s responsibility to attend.
3. Students will be called to the 6th grade office at the end of the school day on Tuesday, where they will be escorted to the designated Tuesday Night School area.
4. Tuesday Night School will begin at 3:30 P.M. Parent/guardian pick up is at 5:30 P.M.
5. Attendance will be taken, and students will be assigned seats and will not be permitted to leave their seats unless the supervisor grants permission.
6. Students are expected to bring all schoolwork and/or appropriate materials for two (2) full hours of work. These materials include books, paper, pens, pencils and any other supplies needed to complete school assignments.
7. If students have no homework, they will be expected to complete any work given to them by their supervising teacher.
8. Playing games or cards, listening to music, using cell phones, eating, or drinking will not be permitted.
9. Students will be given a restroom break during the two-hour period.
10. Students will not be allowed to participate in or attend any extracurricular activity on the same day that they are assigned or serve a Tuesday Night School or In-School Suspension.
11. Failure to follow these guidelines may result in the student being sent home, assigned an additional Tuesday Night School, In-School Suspension or an Out-of-School Suspension.
12. Failure to serve Tuesday Night School may result in additional Tuesday Night School assignments or In-School Suspension.

GUEST TEACHER GUIDELINES

Our school is fortunate to have capable people to help us whenever our regular teachers are absent. A guest teacher is an important employee whose impressions of our school will be carried into the community. A guest teacher has the same authority as a regular classroom teacher.

When guest teachers come to our building, the student's behavior directly contributes to a positive or negative impression, not only of our students, but of Indian Springs Middle School as well. For this reason, the following guest teacher policy is in effect:

If a student misbehaves for a guest teacher, the teacher may choose to issue the student a consequence:

- Tuesday Night School
- A Referral or an Offense

IX. EXTRACURRICULAR ACTIVITIES

Interscholastic Activities

Students will be expected to conduct themselves in a manner that represents ISMS in a positive way. In addition, students must also meet minimum grade requirements to be eligible for participation in interscholastic competitions. The interscholastic code of conduct sheet and eligibility requirements will be sent home prior to any activity for the signatures of both student and parent.

Participation Guidelines

In order to participate in any extracurricular activity (practices, games, matches, meets, etc.), a student must not be absent due to illness during the half day immediately prior to the activity. If the student is absent for that period of time, it is recommended that the student remain home to finish recuperating for the next school day. A student must be at school by noon to be eligible to participate in extracurricular activities that afternoon or evening. A student may not participate in any extracurricular activity while having Out-of-School Suspension, an In-School Suspension or assigned/served Tuesday Night School. Participation in extracurricular activities is a privilege and may be forfeited if student behavior is not appropriate. It is the policy that all students ride transportation provided by the school to any event that is held at a different venue than ISMS. However, if a PARENT would like to take their child home from the event, they must meet with the coach to sign out their child.

ATHLETIC/EXTRACURRICULAR POLICY

Every student attending Indian Springs Middle School is a potential extra-curricular participant, be it athletics or some other extra-curricular activity. Therefore, any student who violates this policy is subject to the provisions contained in the policy even though they are not directly involved with an extra-curricular activity at the time of the infraction.

ELIGIBILITY

1. In order to participate in any student extra-curricular activity (practice, games, matches, meets, etc.), a student must report to school by 12:00 P.M. the day of the activity.
2. For athletic participation, a current physical must be on file with the activities coordinator.

3. Students may not participate in any extracurricular activity while serving Out-of School Suspension, an In-School Suspension, or Tuesday Night School. This is in effect for the day of the suspension/Tuesday Night School only.
4. Participants must complete the season of each activity or sport before beginning the next activity or sport.
5. Students are not eligible if they are 16 years of age or older.
6. Students declared ineligible for conduct may be ineligible for part of the season or up to the remainder of the season. Students who are declared ineligible due to behavior may practice. The student may attend games during this time but may not dress or wear any part of a uniform during this time either at the event or at school.
7. Students participating in extra-curricular activities must be enrolled and attend full time in order to establish attendance at ISMS in accordance with DOE guidelines.
8. Students must be passing in all subjects.
 - a. Eligibility is based on 9 weeks for core and related arts classes. Grades will be checked at the end of every third, fifth, seventh, and ninth week. If there are 10 weeks in a grading period, grades will be checked on even numbered weeks. Grade checks may be adjusted during holidays and snow days. A student who is failing (F) in one or more core or related arts classes will be ineligible until the next grade check. An incomplete grade may also be considered as a failing grade until it is completed.
 - b. Students who are declared ineligible may practice. The student may attend games/competitions during this time but may not dress or wear the full uniform during this time either at the game or at school. If a student is ineligible for the remainder of a sport/extra-curricular season, it is at the discretion of the activities coordinator and the coach/es if the ineligible student participates in practices and games.

UNSATISFACTORY CONDUCT

1. Unsatisfactory conduct may include but is not limited to:
 - a. Receiving an ISMS Offense for any reason
 - b. Behavior while at another school or other activity that would be a reason for an Offense at ISMS

RANDOM ALCOHOL OR ILLEGAL DRUG TESTING

The School Board of Whitley County Consolidated Schools recognizes the importance of providing learning opportunities for students through involvement in athletics and other extracurricular activities. The Board also recognizes and accepts its responsibility to take a stand against the use of unauthorized and illegal drugs or substances by students at any time. The primary focus of this program is to provide students with a tool to say no to drugs and to provide an incentive for students who test positive to participate in an approved drug education/ counseling program. In order to participate in any extracurricular programs, each student must submit to random testing for the use of drugs and alcohol. Failure to comply at any time with the rules and regulations of the random drug testing program may result in exclusion from participation in these programs. Refusal to comply will be considered an admission of guilt. (See WCCS Board Policy 5530.01)

Test results will not become part of the student's permanent record. Parents will be notified by the building principal if test results are positive. Any student who tests positive for any drug other than a prescribed medication shall be subject to consequences outlined in the building and district handbooks.

The following activities require that a student be at his/her best and chemical-free in order to provide a safe environment, not only for the student, but also for other students and adults who potentially could be affected. Any students in grades 6-8 and his/her custodial parents/guardian must sign a drug testing consent form (effective for one school year) for the student to be eligible to participate in any of these activities:

- Extracurricular activities
- Voluntary Participant Program per parent request

In the event of a first failed test,

- Participating students will be restricted for one-third (1/3) of his/her present contest season or the season in which he/she would have normally participated.

In the event of a second failed test,

- Participating students will be restricted for one calendar year.

In the event of a third failed test,

- Participating students will be restricted for the remainder of their middle school career.

TOBACCO/ALCOHOL/DRUG USE

1. The use of tobacco, smokeless tobacco, or electronic cigarettes in all forms, alcoholic beverages and other non-prescription drugs is detrimental to a student's health and performance. Indian Springs Middle School supports the principle that all of its extracurricular participants must set examples of behavior over and above the rest of the student body.
2. Extracurricular participants are required to abide by the following training rules for the full calendar year (abstinence being a vigilant twelve month responsibility):
 - a. Tobacco: Extracurricular participants shall not be in possession of any tobacco, smokeless tobacco, or electronic cigarette products in any form.
 - b. Alcohol: Extracurricular participants shall not be in possession of, consume, or be under the influence of any alcoholic beverage (including non-alcoholic beer).
 - c. Controlled Substance: Extracurricular participants shall not be in the possession of, use, or be under the influence of any controlled substance, which includes, but is not limited to, a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or anabolic steroid.

First Offense: An extracurricular participant found in violation of the above will be suspended from extra-curricular participation for one-third (1/3) of his/her present contest season or the season in which he/she would have normally participated.

Second Offense: Extracurricular participants found to be in violation of subsection a, b, and/or c for the second time will be suspended from an entire season of an extracurricular program.

Third Offense: An extracurricular participant found to be in violation of subsections a, b, and/or c for the third time will be suspended from extra-curricular participation for the remainder of their middle school career.

ISMS AFTER-SCHOOL ACTIVITIES

Guidelines:

1. Students **may not** stay in the building after school waiting for an event to begin.
2. Students must have their ride home prearranged for after school activities before they come to school.
3. Students will not be allowed to make phone calls from school on the day of the activity to make arrangements.
4. Students are expected to watch the games or other activities that they attend. Students are not to be roaming the halls or outside, be under or behind the bleachers, or in other parts of the building.

5. Students are expected to follow school rules while attending games and activities.
6. Students are expected to show good sportsmanship while attending games and activities.

Consequences for failure to follow guidelines above:

1. A warning will be given to the student.
2. A letter will be sent home indicating that the student may not be able to attend after-school activities for the remaining 9-week period.
3. Failure to adhere to the above-mentioned guidelines may result in disciplinary action

CREDIT FOR RELIGIOUS INSTRUCTION/RELEASE TIME

Students will be excused from school for religious instruction not to exceed two hours in any school week upon the written notice of the parent to attend religious instruction and said notice is valid only during the school year it is received.

Upon receipt of the written notice of the parent, the principal of the student's school and the entity providing the religious instruction shall work collaboratively to determine the periods the student will receive instruction, not to exceed two hours in a week, and to ensure the periods during which the student receives religious instruction are the least disruptive to the student's required instructional time.

In the event an entity may be providing religious instruction to more than one student enrolled in the school corporation, the superintendent or a designated principal may arrange in advance with the entity the time periods the students will receive religious instruction per week not exceeding two hours in a week and least disruptive to the students' required instructional time.

The entity providing religious instructions shall keep attendance records on the public school students and such records shall be available for inspection by the public school attendance officer.

A student who is released for religious instruction under this policy shall receive the same amount of attendance credit that the student would receive for attending the public school instruction.

A secondary school student may not receive academic credits for the religious instruction the student receives under this policy.

OR

A student may receive not more than two elective academic credits for the religious instruction the student receives under this policy. The student may apply for credit to the principal during the school year the instruction was received by the student. [The student may apply for credit to the principal prior to the last semester before graduation.]

The principal will evaluate the religious instruction for elective academic credit using the following criteria:

1. *The instruction will be evaluated on a secular basis in the same manner as classes from a non-public secondary school are evaluated for academic credit of a student who transfers from a non-public school.*

2. *The number of hours of instructional time provided.*
3. *The syllabus contains the instruction requirements and materials.*
4. *The methods of assessment used in the instruction.*

The principal's determination of the number of elective academic credits given must be neutral as to the religious content of the instruction or its religious affiliation.

X. PEST CONTROL AND USE OF PESTICIDE

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

In accordance with Indiana State Department of Health regulations, the Whitley County Consolidated Schools indoor air quality management plan is located at the Administration Building, 107 North Walnut Street, Columbia City, IN 46725. All questions concerning indoor air quality in our buildings should be directed to the corporation IAQ Coordinator, Chad Ralston and Chester Burch, at 260-244-5771, ext. 1220.

Parents and staff members may register for prior notice of pesticide applications. Each school principal shall maintain a registry of persons requesting such notice. Prior to the application of pesticides within any building or on school grounds, the parents and staff members who have registered for prior notice shall receive a mailing or email to be received no later than two (2) school days prior to the application unless an emergency is declared.

When possible, pesticide applications will be conducted during non-instructional time or during vacation periods.

INDOOR AIR QUALITY NOTIFICATIONS

All questions concerning indoor air quality in our buildings should be directed to the corporation IAQ Coordinator, Chad Ralston, at 260-244-5771 ext. 1220 or Chester Burch at 260-244-5771 ext. 1221.

XI. VERIFICATION

Thank you for taking the time to read this handbook and for your cooperation in helping your child understand and abide by the rules and policies of ISMS. If you have any questions or objections regarding this handbook, please contact an administrator.

XII. EQUAL OPPORTUNITY EMPLOYER

Whitley County Consolidated School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, creed, sex, handicapping conditions or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity. For further information, clarification, or complaint (grievance) procedures, please contact the superintendent's office (260-244-5771) or the following:

-Dr. Laura McDermott
A.D.A. Coordinator (American with Disabilities)
Section 504 Coordinator
Title IX Coordinator (gender discrimination)
Title VI Coordinator (race, color, creed, national origin)
Whitley County Consolidated School Corporation
107 North Walnut Street
Columbia City, Indiana 46725
1-260-244-5771
mcdermottla@wccsonline.com