

STUDENT HANDBOOK

EASTERN GREENE MIDDLE SCHOOL

2016-2017

Message from the principal:

Welcome to Eastern Greene Middle School. The staff members and I are pleased to have you here as a student, and we will do our best to make your experience here as productive and successful as you wish to make it.

Ted Baechtold, Superintendent of Schools, Eastern Greene Schools

Dennis Massengill, Principal

Sandi Yoho, Dean of Students and Athletic Director

Tessa Wolfger, Guidance

Tanya Johnson, Receptionist

Mariann Inman, Receptionist

Eastern Greene Middle School

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GENERAL INFORMATION

INTRODUCTION

This student handbook was developed to answer many of the commonly asked questions that you may have during the school year. This handbook contains information about student rights and responsibilities; each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact the middle school office. This handbook supersedes all prior handbooks and other written material on the same subjects. All students are to abide by and obey the laws and regulations of the State of Indiana.

MISSION OF EASTERN GREENE MIDDLE SCHOOL

Eastern Greene Middle School provides a supportive and challenging environment that creates opportunities necessary to become life-long learners in a diverse society. Our programs promote the cognitive, physical, social, and emotional growth of each student in an atmosphere that values hard work, respect, and accountability.

Belief Statements

- Our school provides an inviting, supportive, and safe learning environment that promotes a sense of pride, purpose, place, and belonging.
- Strong partnerships between parents and school create an atmosphere in which students can become productive citizens and positive contributors to society.
- Well trained, collaborative groups of teachers value working with middle-level students and provide a challenging curriculum in core areas.
- A committed staff participates in on-going professional development to stay current with best practices in middle-level education.
- Varied student-centered teaching approaches accommodate students' diverse skills, abilities, and individual learning styles.
- Adult advocates, in conjunction with guidance services, provide crucial support for every student.
- Academic development is enhanced through a variety of social, physical, and extra-curricular activities.
- Daily attendance and active participation are important to overall student success.

- Students are expected to exhibit self-discipline, as well as respect for themselves, others, and property.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures for Eastern Greene Middle School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and to fair treatment to be honored, and they will respect those rights of their fellow students and the staff. **Students will be expected to follow teachers' directions and obey all school rules.** Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior. There is to be no unsupervised student activities in the school building after hours. All students found in the building after hours without supervision will face disciplinary action as well as be turned over to law enforcement if necessary.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate. If for some reason this is not possible, the student should seek help from his/her counselor.

STUDENT WELL-BEING AND REPORTING OF THREATS

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and the reporting of accidents. Should a student be aware of any dangerous situation or accident, s/he must notify any staff member immediately. All students must report any threats of violence, possession of drugs, weapons, or explosives to a staff member immediately after becoming aware of it. Failure to do so will result in disciplinary action. Students who make threats of violence or death to anyone or to any group of people at EGMS will be investigated immediately and reported to the local law enforcement agencies, and will receive consequences in accordance with handbook policies and procedures.

DAILY CLASS SCHEDULE

School is open 7:30-3:15

Student day is 7:55-3:05

Bus entry 7:40

TEXTBOOK FEES

All textbooks used at Eastern Greene Schools are available on the rental basis. The textbook rental fee will be based upon a state approved percentage of the actual value of the textbook. All textbooks are to be returned at the end of the year and should be returned in the same condition as when they were distributed. Students who fail to return textbooks will be asked to pay the total replacement cost of the book. The student must also replace books returned in a damaged condition. Should a student withdraw from a course, he/she is responsible for turning in the textbooks for that course. Fees are also necessary in shop classes where wood and metal must be used for projects. These shop fees will be determined at market cost by the shop instructor.

ACADEMICS

INDIANA STATE-WIDE TESTING

Indiana Department of Education will still administer some form of state wide testing. At this time, the name or dates of the test have not been announced. Once that information is known, it will be shared with all stakeholders.

PIVOT TESTING

EGMS will use PIVOT to provide our students and teachers the ability to check the level of all students throughout the school year. The students will take a test at 4 points during the year in their core classes and the teachers will track the students' progress.

GRADING

The purpose of grades is to indicate the academic performance of the student. In general, students are assigned grades based upon test results, homework, projects, and class participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. Parents are always encouraged to contact the teacher to discuss the status or academic progress of their student.

QUARTERLY EXAMS

Quarterly exams will be given to all students in grades 6-8. This policy applies to all core classes (6-8) and most elective classes in 6th, 7th and 8th. The quarterly exams will be averaged with the nine weeks grades to create the semester grade and count 5% for each exam.

REPORT CARDS/PROGRESS REPORTS

All students will receive mid-term progress reports during each nine-week period and report cards at the end of each nine-week grading

period.

The notices will be carried home by the individual student or mailed. This is one method used by the school to keep parents informed about student progress. Student academic progress can also be monitored on a regular basis by utilizing the Harmony student data system. Parents can request a password to access the data.

MIDDLE SCHOOL GRADING SCALE

A	=	93-100%
A-	=	90-92%
B+	=	87-89%
B	=	83-86%
B-	=	80-82%
C+	=	77-79%
C	=	73-76%
C-	=	70-72%
D+	=	67-69%
D	=	63-66%
D-	=	60-62%
F	=	0-59%

INCOMPLETE GRADE

If a student has not completed course work, a grade of INCOMPLETE may be given. The student bears the responsibility for the completed work to be turned in after the grading period has ended or making arrangements with the teacher, in writing, for extending the time to complete class work. The teacher has the responsibility to contact both the student and the student's parents regarding the incomplete grade and the work needed to be completed.

WITHDRAWING FROM SCHOOL

There are a number of reasons as to why a student may find it necessary to withdraw from school. When this becomes necessary, the parent must contact the middle school office and discuss the procedures to follow to withdraw the student. No grades will be given, nor records transferred, until the student meets all of his/her responsibilities to the school, such as paying fees, returning books, and having each teacher complete the official withdrawal form. The withdrawal process will be complete only after these steps have been completed.

PERMANENT RECORDS

Each student has a permanent record that contains grades for that student. Transcripts of the permanent record needed for transfer may be requested from the guidance department.

POLICY ON STUDENT RETENTION

A student may be recommended to the principal for retention in the same grade if that student fails two or more academic core subjects (Science, Math, Social Studies or English) for both semesters, and/or if he/she fails a total of five semester grades for all subjects taken during the school year and/or if they have failing ISTEP+ scores.

Before a student is retained, parents will be notified in writing (certified mail) that their child faces the possibility of retention unless his/her grades improve. A student will be retained only if the principal and the guidance department consider it to be in the student's best interest to repeat the grade. Summer remediation may be used as an alternative for retention.

EASTERN GREENE MIDDLE SCHOOL HOMEWORK STATEMENT

The Eastern Greene School Board, administrators, and teachers realize the importance of homework. All persons involved must fulfill specific responsibilities if the use of homework as an integral part of the educational process is to be effective.

6TH-8TH GRADE HOMEWORK POLICY

To help emphasize the importance of homework and ensure student understanding of the curriculum being taught, students in grade 6-8 will have the following homework policy:

- Any student who does not complete a homework assignment will be assigned an Academic Lunch Detention for the very next day.
- While in the Academic Lunch Detention, the student will be required to complete the work. Once the assignment is completed,

students will be required to read a book and stay for the remainder of the lunch period.

- Students will be provided with a lunch from the cafeteria or they can bring a lunch from home. If they bring a lunch from home, no caffeinated drinks are allowed. This will allow for the maximum amount of time for the students to work on the assignment they failed to complete instead of losing and/or wasting 10 minutes in the lunch line and socializing in the cafeteria.
- Any student who has 3 or more missing homework assignments in a week will be assigned an Academic Thursday School in order to complete the work.
- Any student who has to attend an Academic Thursday School will be required to meet with Mr. Massengill and/or Mrs. Yoho and a parent will be notified by phone or via email.

HOMEWORK DURING ILLNESS

Students are encouraged to obtain homework should they be absent for three or more days. The office staff will make arrangements for homework from the teachers if the absence is anticipated to be three or more days. This type of work should be completed as soon as possible upon the student's return. Students will need to consult their teachers if extra time is needed to complete specific assignments.

Please notify the middle school office by 9:00 a.m. on the day you expect to pick up the assignments. Parents who want to come to school for their student's books may stop by the office from 3:00 p.m. until 3:45 p.m., be given their child's locker combination, and go pick up their child's books. *As a general rule, for every day a student is absent they will get one day to complete assignments.*

TUTORING

Contact the school (825-5010) for schedules and services available.

STUDY STRATEGIES CLASSES

Study skills procedures conform generally to that of the regular classroom. To insure a suitable atmosphere for study, the following regulations apply to study skills:

- Students must bring materials to study, read, or write.
- Students are not to be dismissed to any part of the building unless they have a written pass.
- Teachers will limit or deny restroom privileges should a student take advantage of the restroom request.
- Any other rules as required by the grade or team of teachers.

SCHOOL-WIDE WRITING RUBRIC

The faculty and staff at Eastern Greene Middle School recognize the importance of writing across the entire curriculum. To better help students and parents understand the expectation for writing the following rubric was created as a scoring guide for large writing assignments.

E.G.M.S. SIX TRAITS WRITING RUBRIC

IDEAS/CONTENT (Main idea, supporting details)

Points for this section: /

- ___ 5 My paper makes sense from beginning to end. I use interesting, important details to expand the main ideas.
- ___ 4 Most, but not all, of my paper is clear. I have mostly good details. Most of my ideas are supported.
- ___ 3 I was on topic some of the time. I have some details, but I need to include more information.
- ___ 2 I didn't stay on topic. I have little detail and my paper is confusing.
- ___ 1 I have no main idea and little or no detail.

ORGANIZATION (Introduction, body, conclusion)

Points for this section: /

- ___ 5 I have a clear introduction, body, and conclusion. I use thoughtful transitions, and everything is in logical order.
- ___ 4 I have a good introduction, body, and conclusion. I connected most of my ideas. Most of my ideas are in order.
- ___ 3 I have an adequate introduction, body, and conclusion. Some of my ideas are connected, but not all. Some of my ideas are out of order.
- ___ 2 I attempted an introduction, body, and conclusion. Many of my ideas are not connected or are out of order.
- ___ 1 I do not have an introduction, body, and conclusion. My ideas are not really connected.

WORD CHOICE (Interesting, descriptive words)

Points for this section: /

- ___ 5 I used a wide variety of words and each is used correctly. My words are precise, and they paint a picture.
- ___ 4 I have used variety in most of my words. Most are interesting and lively. My words make sense.

- ___ 3 My word choice shows some variety, but there is some repetition. I may have used a few words incorrectly.
- ___ 2 My words do not have much variety. A reader might be bored because my words aren't very descriptive. A reader will probably be confused by words used incorrectly.
- ___ 1 I used few or no descriptive words. I have used many words that don't make sense; a reader will be confused.

SENTENCE FLUENCY (Varied sentence structure) Points for this section: /

- ___ 5 My sentences flow, have rhythm, and are connected. I provide an excellent variety of sentence length and type. My writing sounds natural.
- ___ 4 Most of my sentences are clearly written and complete. They vary in length and type.
- ___ 3 Some of my sentences are not clearly written and complete. There is some variety in length and type.
- ___ 2 Many of my sentences are unclear and may contain run-ons and fragments. There is little variety in length and type.
- ___ 1 My sentences are not clear and contain many fragments and run-ons; a reader will be confused. There is no variety in length and type.

CONVENTIONS (Spelling, punctuation, capitalization, grammar) Points for this section: /

- ___ 5 I used correct grammar, capitalization, punctuation, usage, spelling, and paragraphing.
- ___ 4 I have nice control of grammar, capitalization, punctuation, usage, spelling, and paragraphing. My errors do not change the meaning of what I have written.
- ___ 3 I have reasonable control of grammar, capitalization, punctuation, usage, spelling, and paragraphing. A few readers might not understand what I mean.
- ___ 2 I have frequent errors in grammar, capitalization, punctuation, usage, spelling, and paragraphing. They really confuse the meaning of my paper.
- ___ 1 My writing has constant distractions in grammar, capitalization, punctuation, usage, spelling, and paragraphing. A reader will not understand what I'm trying to say.

VOICE (Originality, Writing to an audience) Points for this section: /

- ___ 5 My writing is individualistic, convincing, and paints a picture. My writing really sounds like ME and expresses who I am. The audience will be drawn in by my writing and will respond very well.
- ___ 4 My writing is original and written from the heart most of the time. It is appropriate for my audience.
- ___ 3 My voice comes and goes, and occasionally my writing doesn't sound very original. Some of my writing will appeal to my audience.
- ___ 2 A reader probably wouldn't recognize my voice in this writing. It's not original, and I didn't consider my audience very often.
- ___ 1 A reader can tell that I don't care much about the topic. I wouldn't read this myself if I didn't have to.

Total Points: /

HONOR ROLL

The "High Honor Roll" (all A's) and "Honor Roll" (All A's and B's) are reported at the end of each nine-week term and at the end of each semester. Both lists are posted for one week in the middle school office, and both lists are submitted to the media for publication. Parents/guardians who do not want their child's or children's names published must notify one of the guidance counselors no later than the second week of school.

The guidance department and school administrators will make the determination of High Honor Roll and Honor Roll recipients. The High Honor Roll and Honor Roll will be released two weeks after the end of each grading period. A student with an incomplete will not be considered for the Honor Roll.

8TH GRADE ALGEBRA I

In order to receive high school credit for Algebra I, an 8th grade student must satisfy the following criteria:

- Earn at least a B- or higher for each semester.
- Pass the 8th grade mathematics portion of the ISTEP+ exam

If these criteria are not met, then the student will not receive high school credit for Algebra I, and will retake the course during their freshman year.

8TH GRADE FUNDAMENTALS OF AGRICULTURE

In order to receive high school credit for Fundamentals of Agriculture, an 8th grade student must maintain a C- or better for each semester. A student may elect not to take the class for a high school credit if they so choose.

BAND, ORCHESTRA, AND CHOIR

Band, orchestra, and choir are co-curricular classes. Students are required as part of their grade to participate in all performances. For further details parents should refer to the individual music program handbook.

CHEATING

Cheating and plagiarizing {practice of claiming or implying original authorship of work belonging to someone else} are not acceptable practices at Eastern Greene Middle School. Students found to have engaged in either activity will not receive credit on that particular examination, project, or homework assignment. The teacher will notify the parent and the administration immediately of cheating. If a second person is obviously assisting the student caught cheating, that student will receive a like punishment. The consequences for being caught cheating are outlined in the disciplinary consequences section of the handbook.

PHYSICAL EDUCATION

Participation

Physical education involves participation by the student. For this reason, much of a student's grade in physical education is determined by the amount of effort a student makes to participate to the best of his/her ability on a daily basis. Parents are advised not to write notes asking permission for a student to be excused from participation. The physical education instructors will recognize the following as excuses from physical activities:

- Written exemption by a licensed physician (limited length).

Physical Education Dress Code

Students enrolled in physical education class will be required to wear red or black gym shorts and a red, black or white t-shirt while participating in physical education. Shorts and shirts should fit appropriately so as to allow for strenuous activity. There should be no obscene or other inappropriate slogans or pictures on shirts worn to school or in gym class. All clothing should be washed regularly to maintain acceptable hygienic standards. **Dressing out for Physical Education is required in the seventh and eighth grade. Failure to do so will affect the student's grade.** The following is the dressing out policy for the 7th and 8th grade Physical Education classes:

- 1st Non-Dress out - Written Warning
- 2nd Non-Dress out - Lunch Detention
- 3rd Non-Dress out - After School Detention
- 4th Non-Dress out - Thursday School
- 5 or more Non-Dress outs - 1-3 day Suspension

Physical Education Lockers

Gym lockers are assigned to each 7th and 8th grade physical education student at the beginning of each term. There is no fee for the use of the physical education lock or locker. Students are asked to never give any other student their locker combination (P.E. or otherwise).

MIDDLE SCHOOL POLICIES AND PROCEDURES

ENTERING SCHOOL OR LEAVING SCHOOL DURING SCHOOL HOURS

All entry to the building is through the main entrance. Students are not to leave the building or school grounds while school is in session without obtaining permission from the principal's office. Leaving school without permission from the school and parents is truancy. Students may never leave the building before securing all three of the following.

- Permission from their legal guardian.
- Permission from the school office.
- Signing out in the office.

Any student who enters or leaves during normal school hours must sign in or out in the office. All students are required to have parent permission to leave for ANY reason. If a student signs in late or signs out early, his/her attendance will be affected.

- A student will be considered to be truant if he/she fails to sign out.
- Students waiting for their parents to pick them up will have to wait in the middle school office.

AFTER SCHOOL SUPERVISION

Eastern Greene Middle School does not provide after school supervision, except for detention. Students who are involved in athletics, tutoring, or have been given permission by an administrator are expected to be picked up immediately after they are finished. If a student has late practice, the student must make arrangements to be brought back to school for the practice. All unsupervised students are expected to go directly home after school. If this becomes a problem for any particular student, after school activities and/or extra-curricular events will be revoked for that student.

BUILDING VISITORS

All entry into the building is through the main entrance.

- All visitors must go directly to the middle school office, state their business with the school, obtain permission to be in the building, sign in, and obtain a visitor's pass.
- **STUDENT VISITORS:** Visitor passes will not be given to friends of students for the purpose of visiting with students during the school day unless previously approved by the administration. Former Eastern Greene students or students from other schools are not allowed to eat lunch with current students. Former students are allowed to visit with teachers only during a teacher's specific preparation period. These arrangements must be made prior to the day the visit is to occur and must include the written approval of the teacher.
- **ADULT VISITORS:** All parents and visitors are required to register in the middle school office upon entering the building.

DAILY ANNOUNCEMENTS

Each day, time will be made available for important announcements to the students. Teachers desiring to air school-related messages should submit them the preceding day. All efforts will be made not to interrupt classes via the intercom. Occasionally, such interruptions will be unavoidable. All announcements are required to be signed by a teacher; no announcements will be made that were written by a student without prior approval. Daily announcements will be emailed to parents each day.

SIGNS, POSTERS, AND USE OF PAINT

Signs and posters may not be displayed in the building or anywhere on school grounds without approval from the principal. All approved signs and posters must be removed by the last day the announcement is valid by the person who placed them in the building. No painting of doors or lockers is permitted or the placing of decals or other foreign substances on the building walls, doors, or other areas of the building. Do not use scotch tape to secure signs. Signs should not be taped to glass windows.

USE OF THE LIBRARY

The library is available to students throughout the school day. Passes may be obtained from the student's teacher or the librarian. Books may be checked out for a period of two weeks. In order to avoid late fees/fines, all materials checked out of the library must be returned to the library within two weeks.

Eastern Greene Schools Libraries

Mission Statement

The mission of the Eastern Greene libraries is to provide an inviting, dynamic learning environment and appropriate services to support and enhance teaching, literacy, and learning.

Materials Selection Policy

1. Responsibility for Selection

- A. Selection of all materials will be the responsibility of the corporation librarian and library aids that are responsible for running the libraries in each building. These people will operate within the framework of policies determined by the EG School Board.
- B. Both the students and staff members may recommend materials for consideration.

2. Criteria for Selection

- A. Each type of material must be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases.
- B. All librarians have a professional responsibility to be inclusive, not exclusive, in developing collections. Efforts will be made to provide materials representing all viewpoints.
- C. Reviews in professionally recognized resources are a primary source for materials selection.
- D. The library keeps its collections vital and useful by retaining or replacing essential materials and by removing those works that are worn, outdated, of little historical significance, or no longer in demand.

5. Gifts

- A. Gifts shall meet the same selection criteria as purchased materials. The appraisal of the gift for tax purposes is the responsibility of the donor.
 - B. When the library receives a cash gift for the purchase of materials, the library staff will make selection of specific titles.
 - C. The form of memorial identification will be a gift plate.
6. Reconsideration
- A. The student's choice of library materials for personal use is an individual matter. Parents/guardians may suggest/limit the materials checked out for their own children. While students may reject materials for themselves and parents reject items for their children, they cannot exercise censorship to restrict access to the materials by others.
 - B. Any person in the library's service area who objects to the presence or absence of a work may do so by completing the Request for Reconsideration of Library Material.
 - C. A panel of the corporation librarian, two teachers, and two parents will review challenges by reading the material in question, reading the Request for Reconsideration of Library Material form, and then discussing their findings in a meeting. The librarian will then inform the complainant, as well as the building principal, regarding the panel's decision about the challenge.

LIBRARY FINES/CHARGES

Library books may be checked out for 2 weeks at a time. A fine of \$.10/day will be assessed when a book is late. If a fine reaches \$5.00 or more, a student will not be allowed to check out any materials until the fine is paid off. Fines will accumulate year to year. Arrangements can be made to make fine payments. **If a book is lost, the student will be expected to pay for the full cost to replace the book before any other books or materials can be checked out.**

USE OF INTERNET

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. All users are expected to exercise common sense and good judgment. The educational value and adherence to acceptable use of the Internet by students shall be the joint responsibility of the students, parents, and employees of Eastern Greene Schools. Access by students shall be temporary and project-based. Students may access the Internet only at those times designated by the sponsoring teacher. Each student who will have access to the Internet will participate in a discussion with the project teacher pertaining to the proper use of the Internet. Students must have an Internet Use Agreement, signed by the student and the student's parent or guardian on file with the school before accessing the Internet.

VIDEO TAPING AND PICTURE TAKING DURING SCHOOL DAY

Students are not allowed to video tape/take pictures at school or school related activities without proper permission from a school authority (teacher or administrator). Posting unapproved videos or pictures on YouTube, Facebook, or other Internet host sites may lead to a student's suspension/expulsion from school.

STUDENT SUPPLIES

Supplies may be purchased outside of the school. EGMS will have a bookstore where some school supplies can be purchased throughout the school year.

PASSING TIME AND CONGESTION

Students are instructed to refrain from loud boisterous behavior, running, pushing and scuffling, all of which can add to the crowded situation and could cause a serious accident. Teachers or administrators will assign an administrative detention during the passing period for any misbehavior.

HALL/RESTROOM PASS

- Students should not be out of the classroom without permission of the teachers unless it is an emergency, including the restroom.
- Violators should be counted tardy to class or referred to the office for discipline.
- Students will not be allowed to use any person's handbook but their own.
- Students will not be allowed to go to the counselor's office during a regular class unless it appears to be an emergency. Students may sign-up to see the counselors between periods in the middle school office. The students will be called to the counselor's offices when there is an opening in the counselor's schedule.

RESTROOM POLICY AND PROCEDURES

Leaving the classroom to use the rest room is a disruption to the class routine. Students need to use the passing periods for this purpose. If a student is having some physical difficulty that may necessitate frequent use of the restroom, the student or parents are asked to see the nurse, counselor, or principal so teachers may be made aware that allowances will need to be made.

STUDENT TELEPHONE USE

Students are not to use office or classroom telephones for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students are not to use ANY telephone to call a parent to receive permission to leave school.

Office personnel will initiate all calls on behalf of a student seeking permission to leave school. Students are not allowed to use any type of portable telephone or electronic paging device during school instructional hours. Violations will result in disciplinary actions.

STUDENT APPOINTMENTS DURING THE SCHOOL DAY

Should a student need to leave during the school day for an appointment, (dentist, doctor, etc.), parents must notify the middle school office by phone, note, or in person before the student will be excused to leave. The student should return to school when the appointment is completed and continue the regular school day. Students should bring confirmation slips from the dentist or doctor, within forty-eight hours, upon returning to school.

GANG ACTIVITY

Gang activity is not permitted at Eastern Greene Middle School.

LOCKER INFORMATION AND POLICIES

All lockers made available for student use on the school premises are the property of the Eastern Greene Schools. Administrators may open lockers at any time it is considered necessary.

- Lockers are made available for student use in storing school supplies and personal items necessary for use at school.
- Lockers are not to be used for items which cause or could cause interference or which are forbidden by state law or local laws.
- The school retains the right to inspect all lockers and the contents therein to insure that the lockers are being used in accordance with the intended purpose.
- The school retains the right to search all personal property (i.e., gym bags, purses, clothing, cars, etc.)
- To retain access to student lockers, the middle school office keeps a master list of combinations to all locks.
- Students are not allowed to change locks or lockers.
- Students are asked not to give their locker combinations to other students and to keep lockers locked at all times.
- Students should take good care of their lockers; writing on the lockers is not permitted. Plastic shelves may be installed if they fit properly and do not cause damage to the adjoining lockers.
- The school administration is not responsible for the destruction of signs that are posted on the outside of lockers by cheerleaders or other groups.
- Changing of lockers after an assignment has been made is forbidden.
- Do not give anyone your combination.
- The school will NOT be responsible for any valuables stored in the lockers.
- Anyone who experiences a locker problem should contact the office.

EMERGENCY PROCEDURE DRILLS

Fire and tornado drills are conducted according to state regulations. A list of general information and instructions follows:

- Follow the rules for safety and drill procedures that are posted in each room.
- It is the responsibility of each student to be familiar with the drill route or procedure for each classroom.
- Never run during a drill.
- Follow all instructions of the teacher.

Addition emergency procedure drills will be conducted throughout the school year in accordance with the Eastern Greene Schools emergency procedure manual and flipchart. Flip charts are provided to all staff members.

SCHOOL DANCES

Classes or student organizations may sponsor dances with the approval of the middle school principal and/or the assistant principal. All dances will be held in the facilities at the middle school. Sponsoring groups will enforce the following regulations:

- Groups must have prior approval from the principal /assistant principal before scheduling a dance.
- Groups must have four (4) adult chaperones, not including administrators, who are approved by the principal / assistant principal.
- Students are not permitted to leave and later return to the dance.

- Members of the sponsoring group are responsible for set up and cleanup of the dance area.
- High school students are not allowed to attend middle school dances, and middle school students are not allowed to attend high school dances. Non-Eastern Greene students are not permitted to attend.
- All school rules apply.

FIELD TRIPS

Field trips are academic activities, held off school grounds. All behavior and dress codes apply to field trips. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips. Parents attending field trips must have a Criminal Background check thru Eastern Greene Schools.

FOOD, CANDY, AND DRINKS

These items are not permitted outside the cafeteria or the MPR and are not allowed in any of the classrooms. Violation of this school policy will result in an administrative detention. Food should not be purchased between classes nor should food be in student lockers, unless the food is for lunch and in a lunch container. This includes, but is not limited to, soda and energy drinks. Energy drinks are not permitted at any time.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

BUS REGULATIONS

Transportation Handbook copies will be distributed to parents/students and are available upon request.

STUDENT EMPLOYMENT

Eastern Greene Middle School does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes he/she must maintain a job in addition to attending school, he/she must first contact his/her counselor to discuss any legal requirements and obtain any needed documents. Indiana law requires a work permit for employment of children below age 18. The permit may be obtained in the guidance office of Eastern Greene High School.

STUDENT GROOMING STANDARDS

- Any apparel, jewelry, cosmetic make-up, accessory, tattoo, body skin art, body piercing or manner of grooming which by virtue of its color arrangement, trademark, or any other attribute denotes or advocates drug use, violence, or disruptive behavior is prohibited.
- Body piercing presents a safety concern and therefore is not permitted. This includes, but is not limited to, eyebrow, lip or tongue, loops thru the nose and gauging devices. Ear piercing and stud nose piercings are permitted if not excessive or a safety issue. Physical education teachers or coaches may request pierced earrings be removed during the activity.

STUDENT DRESS STANDARDS

The general policy of Eastern Greene Middle School is to allow as much individual freedom of choice as possible in matters of dress and grooming. While fashion trends may change, the reason for being in school does not. A student's dress should contribute to good health, cleanliness, safety, and common decency. It should be non-disruptive and support a positive learning environment.

The following outlines the student dress code:

- No outdoor coats or jackets to be worn in classes or hallways during school hours.
- Shoes must be worn at all times. Students can wear flips-flops. If a fifth grade student wears flip-flops they shall not participate in recess activities. This is to avoid injury.
 - Overall Apparel
 - No exposed skin on any part of the midriff or back.
 - No inappropriately oversized or form fitting clothing. Clothing must be of appropriate size.
 - No attire that may cause damage to school property or cause injury to others (chains, metal decoration, etc.)
 - No clothing that addresses or promotes tobacco, alcohol, drugs, promiscuous behavior, or derogatory commentary.
 - No pajamas and/or sleepwear.
 - No headgear is to be worn. All headgear shall be removed at the entrance of the school and shall not be worn until the building has been exited. (The only exception is during designated hat days).

- Shirts
 - No shirts without sleeves. Sleeves must extend past the shoulder and not show underarm.
 - No see-through shirts.
 - No exposed undergarments.
 - No exposed cleavage.
 - No plunging necklines.
 - No holes, fraying, rips, shredding, or tears of any kind where skin and/or undergarments are visible.
- Pants
 - Pants must sit at or above the hip bone.
 - All shorts must be at least mid-thigh in length. All skirts must be near knee length or longer.
 - Form fitting pants including but not limited to leggings, yoga pants and exercise pants must be covered by a shirt/sweater that goes down to at least mid-thigh.
 - No writing on the seat of pants.
 - No holes, fraying, rips, shredding or tears above the knee where skin and/or undergarments are visible.

If a student chooses to wear clothing that violates the dress code, the parent will be notified and the student disciplinary code will be followed (as outlined in the student disciplinary section).

STUDENT ACTIVITIES

SCHOOL SPONSORED CLUBS AND ACTIVITIES

Eastern Greene Middle School provides students the opportunity to broaden their learning through a variety of both curricular-related activities and interest related activities. Student will be given the opportunity to sign-up and participate in a wide range of clubs supporting a variety of student interest.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, clubs, etc. All students are permitted to participate in the activities of their choosing as long as they meet the eligibility requirements. Students attending school-sponsored activities must make transportation arrangements before the day of the activity. All students must be picked up from EGMS within 15 minutes of the ending of the activity. Failure to comply with this procedure will be cause for the student to forfeit attendance to the next EGMS activity. Repeat offenders may lose all privileges to attend extra-curricular activities.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify that students are initiating the activity, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school members do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

ATTENDANCE POLICY AND ABSENCE PROCEDURE

ATTENDANCE POLICY

The most desirable results of a child's education are obtained when the parents and the school work together. This attendance policy has been formulated to develop a sound and deliberate method to improve attendance records and to teach responsibility to our students. We ask your support in promoting good school attendance. All students are expected to attend school regularly and to be on time. Students miss important experiences when they are not in school. While it is true that students have the opportunity to make up the academic work missed, it is impossible to make up the total educational experience that can only be gained with regular attendance. Student absences for reasons other than a bus not running its normal route because of extenuating circumstances or approved school trips will be considered absent from school.

TARDINESS TO SCHOOL

When students are habitually tardy, they miss critical academic instruction. Students may enter the building at 7:40 a.m. and exit at the end of the day at 3:05 p.m. The academic school day begins at 7:58 a.m. The following guidelines are used in determining tardies:

- Students arriving at school after 7:58 a.m. are considered tardy.

- A student arriving after 10:00 a.m. will be considered absent for half day.
- Students who attend up to 3½ hours of the day will be considered present for a half day. Attendance exceeding 3 1/2 hours is considered a full day absent.

TARDINESS TO CLASS

This policy is a semester policy. If a teacher determines that a student is tardy to class, the following actions could be taken:

First Tardy	-	Verbal Warning by teacher.
Second Tardy	-	Written referral by teacher and given to the office.
Third Tardy	-	Written referral by teacher, student assigned a lunch detention, and parents notified.
Fourth Tardy	-	Written referral by teacher, two lunch detentions, and parents notified.
Fifth Tardy	-	Written referral by teacher, after school detention, and parents notified.
Six or More	-	Written referral by teacher, Thursday school or 1 day ISS, and parents notified.

The tardy policy is semester policy and will reset at the beginning of each semester.

ABSENCE POLICY

When a student is absent from school for any reason, it is the parent or guardian's responsibility to notify the school office by 10:00 a.m. on the day of the absence. If a phone call is not received in the office by 10:00 a.m., the absence will be considered unexcused. Homework arrangements should be made at the time of the attendance call. *On the day the student returns to school following an absence, a note from home or doctor's statement must be sent to the middle school office explaining the absence.*

Students are allowed ten (10) days of excused or unexcused absences per school year. Students must be at school for 3.5 hours to be considered half-day attendance. The following outlines the policy.

CLASSIFICATION OF ABSENCES

Certified Absences (These do not count toward the 10 absences.)

- Students sent home by the school nurse
- Illnesses/appointments covered by a doctor's note. This statement must document that the student was seen at the office. The statement must be received by the office within 7 days of the appointment to count as a certified absence.
- Death in immediate family (mother, father, sibling, grandparents)
- School Sponsored activities and events that have been pre-approved by the Principal
- Participation in state fair 4-H activities
- Suspension/exclusions/expulsions
- Court related appearances or appointments
- Other absences, which have a unique, or extenuating circumstances, which are approved by the Principal

Excused Absences (These do count toward the 10 absences.)

- Student illnesses are called in AND are followed by a note from parent/guardian
- Family emergencies which are verified by parent/guardian by note or telephone call and are approved by the Principal
- Vacations/family trips pre-approved by the Principal

Vacations during the school year are STRONGLY DISCOURAGED. Parents requesting an excused absence for any kind of trip must complete the Request for Excused Absence form. Requests for vacations scheduled during school with someone other than a parent/guardian will not be granted. Forms are available in the middle school office and must be completed and returned ten days prior to the requested absence. The administrator will approve or deny the request based on the circumstances of each request. Request cannot be approved during ISTEP+ testing dates.

Unexcused Absences (These do count toward the 10 absences.)

An unexcused absence is defined as any absence for which a parent/guardian makes no contact with the school via a written note regarding the student's absence.

ATTENDANCE LETTERS

- **Day 4 unexcused:** Letter mailed informing parents/student of the importance of good school attendance. The attendance notice will be issued to every student who reaches four unexcused absences within a given school year.

- **Day 7 excused/unexcused:** This attendance notice advises parents to contact the school office for a phone or personal conference. All future absences **must** be covered by a doctor's note.
- **Day 10 excused/unexcused:** Parents will be contacted by certified mail that all future excused or unexcused absences will be considered educational neglect and thus referred to the Greene County Prosecutor's office and the Department of Child Services. Educational neglect is defined as a parent's failure to send a child to school.

TRUANCY

Truancy is defined as the willful refusal to attend school in defiance of parental and school authority. This includes skipping classes during the school day. These absences will be recorded as unexcused and the student will be reported to the Greene County Probation Office.

- First truancy - Thursday School, parents notified.
- Second truancy - One to three days of ISS, parents notified.
- Third truancy - One to three days of OSS, parents notified, Greene County Probation office notified.
- Fourth truancy - Student may be recommended for expulsion and will be referred to the Greene County Probation Department and Greene County Circuit Court.

STUDENT BEHAVIOR STANDARDS AND EXPECTATIONS

EXPECTED STUDENT BEHAVIORS

A major component of the educational program at Eastern Greene Middle School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

It is important to remember that the school's rules apply traveling to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student may be suspended from school transportation for infractions of school bus rules.

All teachers or staff members have the right to correct a student whenever necessary. Disrespect to a teacher/staff member or disobedience of a teacher's/staff member's request is not acceptable and discipline will follow.

Ultimately, it is the administrator's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. These standards are applicable to students:

EACH STUDENT SHALL BE EXPECTED TO:

- Abide by national, state, and local laws as well as the rules of the school.
- Respect the civil rights of others.
- Act courteously to adults and fellow students.
- Be prompt to school and each class, and be attentive.
- Work cooperatively with others when involved in accomplishing a common goal regardless of ability, gender, race, or ethnic background.
- Complete assigned tasks on time and as directed.
- Help maintain a school environment that is safe, friendly, and productive.
- Leave items inappropriate for school at home.

EGMS BEHAVIORAL EXPECTATIONS

The following chart was created to provide a framework of behavior expectations for the students at Eastern Greene Middle School.

	Be Respectful	Be Responsible	Be Hardworking
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School Wide/ Classroom	<p>Follow adult direction without complaint</p> <p>Use positive words and actions with peers and adults</p> <p>Clean up after yourself</p> <p>Use appropriate voice</p> <p>Respect others' space</p> <p>Honor the school dress code</p> <p>Treat others how you would want to be treated</p>	<p>Be on time to class and be ready to learn</p> <p>Follow school rules</p> <p>Remind others to follow school rules</p> <p>Take care of all personal and school property</p> <p>Attend school every day</p>	<p>Turn in all assignments on time</p> <p>Be prepared for class with all supplies and materials</p> <p>Study for tests and quizzes</p> <p>Ask for help when needed</p> <p>Exhibit academic honesty</p> <p>Participate in class discussions</p> <p>Have necessary materials with you</p>
Hallway	<p>Use respectful language and actions</p> <p>Be patient with peers</p> <p>Keep hands, feet, and objects to yourself</p>	<p>Keep voices down</p> <p>Get materials at an appropriate time</p> <p>Keep hallways clean</p> <p>Walk to class in a timely manner</p>	<p>Have necessary materials with you</p> <p>Keep hallways clean</p> <p>Keep your locker clean</p>
Bus	<p>Comply with the bus driver's rules</p> <p>Follow adult directions without question</p> <p>Keep hands, feet, and objects to yourself</p>	<p>Move into school quickly in the morning</p> <p>Exit the school to the buses quickly in the afternoon</p> <p>Do not loiter in the school</p> <p>Take home all needed supplies</p>	<p>Get to your bus on time</p> <p>Have necessary materials with you</p>
Restroom/ Locker Room	<p>Respect school property</p> <p>Clean up your mess</p> <p>Talk in a quiet and appropriate manner</p> <p>Keep hands, feet, and objects to yourself</p>	<p>Use your time wisely</p> <p>Clean up after yourself</p> <p>Be responsible for your own material</p>	<p>Use soap and water when washing hands</p> <p>Clean up after yourself</p> <p>Flush the toilet after use</p> <p>Keep your materials in your locker room locker</p>
Cafeteria	<p>Stand in line patiently with your hands and feet to yourself</p> <p>Be respectful of cafeteria workers</p> <p>Follow adult direction without question</p> <p>Enter and exit in an appropriate manner</p>	<p>Clean up after yourself</p> <p>Keep the noise volume appropriate</p> <p>Wait to be dismissed by an adult</p>	<p>Comply with adults if requested to help</p> <p>Follow cafeteria rules</p>
Extracurricular Activities	<p>Keep hands, feet, and objects to yourself</p> <p>Know and follow school expectations</p> <p>Enter and exit in an appropriate manner</p> <p>Stay in designated areas</p>	<p>Follow adult direction without complaint</p> <p>Use polite language with everyone</p> <p>Cooperate with everyone</p> <p>Use appropriate voice</p> <p>Exhibit sportsmanship</p>	<p>Leave area as you found it or better</p> <p>Be your personal best</p>

STUDENT AFFECTION

While love and affection are normal emotions, public displays of romantic affection are not. Overt displays of romantic affection such

as kissing and petting will be considered discipline issues. Parents will be notified.

GAMBLING

Any form of games for money will not be permitted at Eastern Greene Schools. Teachers will confiscate any money or materials involved and refer students to the office. Violations will be cause for suspension.

COMMUNICATION DEVICES

Bleepers, cellular phones, game consoles, IPODS, and other personal electronic devices may not be used during the school day. There are some exceptions, but such exceptions must be with administration approval. Students who violate this rule will be disciplined with administrative detentions. Communication devices will be confiscated and released to the student's parents. Eastern Greene Middle School is not responsible for lost or stolen cell phones or other electronic devices that are brought to school. The only exception to this rule is when a classroom or grade level allows the use of personal electronic devices players for educational purposes only.

LAPTOP COMPUTERS, IPADS, AND E-READERS

Laptops, IPADS, and E-Readers are allowed as long as they are being used for educational purposes and the classroom teacher approves. We understand the technological world we live in and the role that these devices can play in the educational environment. Any student who uses their laptop, IPAD, and/or E-Reader in an inappropriate manner or in a non-educational way will loss the privilege to use such device for the remainder of the school year. The school will not be held responsible for any lose and/or damages to the devices while they are at school or on the school bus.

CELL PHONES

EGMS recognizes that student use of cellular phones provides both convenience and safety for students and parents. All cell phones should be turned off during the school day. The school day is scheduled from 7:58 am to 3:05 pm. Cell phones MAY NOT be used during the school day for any purpose. Any student needing to make a call during the school day will be given access to a school phone to use. Cell phones discovered being used during the school day will be confiscated, a parent will be notified, and disciplinary action will result. In addition, if a student is in possession of a cell phone and there is probable cause to believe that the cell phone has been used to send inappropriate text messages and/or pictures the school reserves the right to search the student's cell phone.

TEXTING AND SOCIAL NETWORKING

Students should avoid sending inappropriate text messages and/or messages through social networking sites. If such messages are sent and they become a disruption to the learning process then parents will be notified and disciplinary actions may follow. If the messages are directed at another student or school employee then the school harassment policy will be followed. If the messages contain threats or images that are unlawful based on Indiana law, then the proper authorities will be notified.

CELL PHONE AND ELECTRONIC DEVICE USE AT LUNCH

Students in 6th-8th grade are allowed to use electronic devices to play games or listen to music during their lunch period. They are not to be used for texting, making phone calls, taking pictures or video or gaining access to any social media website. Failure to adhere to this policy could result in the loss of this privilege. At other times, electronic devices must not be used without permission from teacher or administrator.

THREATS

Any threat directed at a fellow student or school employee will be taken seriously and the authorities will be notified. This includes verbal, written, and electronic threats both during and outside of school hours. Any threat will result in disciplinary action.

BULLYING

1. This rule applies when a student is:
 - a. On school grounds immediately before or during schools hours, immediately after school hours, or at any time when the school is being used by a school group (including summer school).
 - b. Off school grounds at a school activity, function, or event.
 - c. Traveling to or from school or a school activity, function, or event.
 - d. Using property or equipment provided by the school.
 - e. Engaged in any cyberbullying including the Internet, email, cell phone, or other communication devices directed towards an Eastern Greene Middle School student.
2. Bullying by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communication transmitted, and/or physical acts committed is prohibited. Any similar behavior is prohibited.

3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, or 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 violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, preventions, and intervention in bullying.

HARASSMENT

The school believes that every individual should be able to come to school without fear of demeaning remarks or actions. The harassment of other students, staff members, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Students may not have another student harass anyone on their behalf.

Conduct constituting harassment may take different forms, including but not limited to the following:

SEXUAL HARASSMENT

- Verbal
 - The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Corporation.
- Nonverbal
 - Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment, or the making of sexually suggestive or insulting gestures or sounds (leering, whistling, etc.) to a fellow student, staff member, or other person associated with the Corporation.
- Physical Contact
 - Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual activity, with a fellow student, staff member, or other person associated with the Corporation.

GENDER/ETHNIC/RELIGIOUS/DISABILITY HARASSMENT

- Verbal
 - Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, disabilities, etc. directed toward a fellow student, staff member, or other person associated with the Corporation.
 - Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation by refusing to have any form of social interaction with the person.
- Nonverbal
 - Placing objects, pictures, or graphic commentaries in the school environment, or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation.
- Physical Contact
 - Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexually activity, with fellow student, staff member, or other person associated with the Corporation.

REPORTING HARASSMENT

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation should immediately take the following steps:

- If the alleged harasser is a student, staff member, or other person associated with the Corporation other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.
- If the alleged harasser is the student's principal, the affected student should, as soon possible after the incident, contact the Superintendent of Schools at 825-5722.
- The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s).
- The report shall be investigated in as timely and confidential a manner as possible. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law, a collective bargaining agreement, or in the context of a legal or administrative proceeding.

- No one involved will discuss the subject outside of the investigation.
- If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.
- Such discipline may include any of the following: oral warning, written warning, in-school suspension, out-of school suspension, restriction of privileges, restriction of access, or expulsion.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present a charge of harassment.

Some forms of harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

Hazing by any school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

Any form of harassment will not be tolerated at EGMS. Disciplinary action will result.

BOMB THREATS

Perpetuating a bomb threat is a felony. Any student who makes the threat will face expulsion and will be reported to the authorities.

MIDDLE SCHOOL ELIGIBILITY REQUIREMENTS FOR EXTRA-CURRICULAR ACTIVITIES

In order to be eligible for extra-curricular activities, students at EGMS must have passing grades in all subjects during any given nine week period and at the mid-term progress report. Semester grades will take precedence over nine week grades. Failure to meet the grade requirements will lead to suspension from participation until the mid-term progress report, nine week report, or semester report is issued. If the student is passing all subjects at the mid-term progress report, nine week report, or semester report, he/she will be reinstated. The suspension is from contests only, and does not include practices and/or tryouts.

In addition, any student who becomes a habitual discipline problem will not be allowed to participate or attend after school activities such as dances, athletic contests, or any other extra-curricular event. Any student who has two major violations (suspension from school, for example) or a total of ten referrals, excluding attendance/tardy issues and homework issues, will also be in this category.

DISCIPLINARY CONSEQUENCES AND PROCEDURES

The following matrix outlines the graduated consequences for various discipline issues at EGMS. NOTE: The administration may skip steps and increase or decrease all guidelines in each individual case at their discretion. This includes, but is not limited to, sending students to alternative options for suspension. If students are in alternative school and/or alternative placements, they are not allowed to participate in and/or attend extra-curricular activities and events at Eastern Greene Schools.

Infraction	Step One	Step Two	Step Three	Step Four
Repeated dress code violations.	Warning, student asked to change clothing	After School Detention	Thursday School	One to Three days of OSS/ISS
Failure to follow reasonable rules/request	After School Detention	Thursday School	One to three days OSS/ISS	Three to Five days OSS/ISS
Major disruption of class	Thursday School	One to three days OSS/ISS	Three days OSS/ISS	5 days OSS
Leaving class without permission and/or being out of area	Thursday School	One to three days OSS/ISS	Three days OSS/ISS	5 days OSS

Infraction	Step One	Step Two	Step Three	Step Four
Food, candy, and drinks in the classroom or hallways	Warning	After school detention	Thursday School	One to three days ISS
Physical display of affection	Warning and parent contacted	After school detention and parent contacted	Thursday School and parent contacted	One to three days ISS/OSS and parent contacted
Theft	Three days OSS to expulsion and restitution	Five days OSS to expulsion and restitution	Recommendation for expulsion and restitution	N/A
Cell phone, lighters, laser lights, and electronic devices	After school detention	Thursday School	Three days ISS/OSS	Three to five days OSS
Extortion	Three days OSS and parent conference	Five days OSS	Recommendation for expulsion	N/A
Disrespect to School personnel	Thursday School	One to three days ISS/OSS	Three to five days OSS	Five days OSS and possible recommendation for expulsion
Fleeing from or refusing a search	Three to five days OSS	Five days OSS to expulsion	Recommendation for expulsion	N/A
Vandalism	One to three days OSS and possibility of expulsion and restitution	Five days OSS to expulsion and restitution	Recommendation for expulsion and restitution	N/A
Gambling	Thursday School	Three days ISS	Three to five days OSS	Recommendation for expulsion.
Hall pass and handbook forgery (includes using another person's handbook)	Thursday school and loss of hall pass privileges	One to three days ISS/OSS	Three days ISS/OSS	Five days OSS
Hazing, spitting, bullying, or harassment of other students	Thursday School	One to three days ISS/OSS	Three days OSS to expulsion	Recommendation for expulsion
Profanity	After school detention	Thursday School	Three days OSS/ISS	5 days OSS
Profanity and/or abusive language directed at a school employee	Three to five days OSS	Five days OSS	Ten days OSS	Recommendation for expulsion
Hallway and locker area misbehavior	After School detention	Thursday School	Three days ISS/OSS	Three to five days OSS

Infraction	Step One	Step Two	Step Three	Step Four
Sexual misconduct, sexual harassment, and/or indecent exposure	Five to ten days OSS and possibility of expulsion	Recommendation for expulsion.	N/A	N/A
Littering, throwing trash in hallways, and/or school ground	After school detention	Thursday School	Three to five days ISS	Three to five days OSS
Forgery	Thursday School	Three days ISS	Three Days OSS	Five days OSS
Racial Harassment	One to three days ISS/OSS	Three to five days ISS/OSS	Five days OSS to expulsion	Recommendation for expulsion
Note Writing	After School detention	Thursday School	Three to five days ISS	Three to five days OSS
Possession of pornographic material	Thursday School	One to three days ISS/OSS	Three to five days OSS	Recommendation for expulsion.
Altercation and/or disruptive behavior with another student	After school detention	Thursday School	Three days OSS	Three to five days OSS
Cheating and/or assisting another student on an assignment	After school detention, zero on assignment and parent notified	Thursday School, zero on assignment and parent notified	Three days ISS, zero on assignment and meeting with parent	Three to five days OSS, zero on assignment and meeting with parent
Pushing, shoving, or striking school personnel	Ten days OSS and recommendation for expulsion	N/A	N/A	N/A
Lying to staff member	One to three days OSS	Three to five days OSS	Recommendation for expulsion	N/A
Threats (verbal, electronic or other)	One to three days ISS	Three to five days OSS	Ten days OSS	Recommendation for expulsion

FIGHTING/PROMOTING A FIGHT

A fight between individuals over a personal grievance between them and not directly involving other students is typical of most fights at Eastern Greene. Words and/or a push/shove may cause a fight. It usually takes two people to fight - one does not have to throw punches or shove a person to merely defend oneself. Nor does one have to say words that may be offensive to another person. Walking away or seeking help from a teacher or administrator before a fight takes place is advised. Fighting will not be tolerated at our school.

In the event of a fight the following guidelines will be followed:

- Step 1 Three days OSS to expulsion and law enforcement notified
- Step 2 Five to ten days OSS to expulsion and notification of law enforcement
- Step 3 Recommendation for expulsion and law enforcement notified

A physical attack is an incident where one student, with little or no provocation, attacks another student who is unable to escape the attack. In the event of a physical attack the following guidelines will be followed:

Step 1 Ten-day suspension and notification of law enforcement.

Step 2 Recommendation for expulsion and law enforcement notified.

An administrator may decrease or increase punishment in any given situation depending upon the facts of the situation. Students will not be permitted to attend classes the remainder of the school day, and their parents will be asked to come and take them home. Students will also be held accountable for the statements made to administrators and other staff members while being separated in a confrontation or while being taken to the office.

Students will be subject to expulsion if they fail to comply with the directions of school personnel, fail to demonstrate self-control, require physical restraint, make threats, or become physically aggressive.

EXTORTION

No student shall obtain or attempt to obtain money, goods, and information from another or prevent someone from telling the truth about an incident at school by the use of force, intimidation, or coercion of any sort. In the event such an incident occurs, the procedures outlined in the Disciplinary Consequences and Procedures Matrix will be followed.

KNIVES/WEAPONS

Students are forbidden to bring any kind of weapon to school whether on their person, stored in a locker, or in a vehicle in the parking lot.

PENALTY: Any student using, possessing, transmitting, or otherwise being involved with the use of a weapon of any kind on school grounds, buses, or at any school related function, may be expelled for a period of up to one year. Authorities may be called as well.

EXPLOSIVES/FIREARMS

Any student using, possessing, transmitting, or otherwise being involved with the use of an explosive or firearms of any kind on school grounds, buses, or at any school related function, may be expelled for a period of up to one year and the authorities may be called.

FIRE ALARMS

Any student involved in falsifying a fire alarm (pulling a false fire alarm) will be subject to expulsion from the school and also subject to prosecution under Indiana law.

INSUBORDINATION AND/OR INTERFERENCE WITH AUTHORITY

No student shall be argumentative, confrontational, belligerent or threatening to faculty or other school staff members. Students will not interfere in the discharge of school staff's duties. In the event such an incident occurs, the procedures outlined in the Disciplinary Consequences and Procedures Matrix will be followed.

GENERAL DISRUPTION OF THE ORDERLY LEARNING PROCESS

Behavior that seriously disrupts any school activity or the operation of the school (i.e. boycotts, sit-ins, walk-outs, etc.) is prohibited. Any such behavior could result in a suspension or expulsion from school.

PROFANITY AND ABUSIVE LANGUAGE DIRECTED TO A SCHOOL EMPLOYEE

No student shall use profanity, abusive language, or directing an obscene gesture to a school employee. Any obscene words spoken loud enough for the school employee to hear will be regarded as being directed to that school employee. In the event such an incident occurs, the procedures outlined in the Disciplinary Consequences and Procedures Matrix will be followed.

SEXUAL MISCONDUCT/HARASSMENT/INDECENT EXPOSURE

No student will have sexual contact with another student at any time on the school grounds or at a school sponsored activity. Students who mutually agree to have sexual contact will both be regarded as offenders. No sexual harassment will be permitted. In the event such an incident occurs, the procedures outlined in the Disciplinary Consequences and Procedures Matrix will be followed.

DISCIPLINE PLAN

Each student is responsible for his/her actions. All discipline is handled on an individual basis when the need arises. The primary objective of the middle school is to educate; therefore, anyone who distracts or prevents others from reaching this goal is subject to disciplinary action. Punishment will be imposed when self-discipline is lacking. The degree of punishment will depend on the nature and/or frequency of the misbehavior. Whatever steps deemed necessary to correct the problem will be taken. These include but are not limited to conferences, time out, in-school suspension, and alternative school suspension, exclusion from extra-curricular events, Thursday School, lunch detention, loss of recess, after-school detention, out-of-school suspension, and expulsion.

Any student who is suspended (in school, alternative school or out-of-school) and/or expelled from school is not allowed to participate in or attend any school activity during the time of the suspension or expulsion. Any student participating in athletics must abide by and comply with the procedures outlined in the Athletic Section of this handbook. Non-participation is in effect until the beginning of the next day after the completion of the discipline.

TEACHER INITIATED ACTION

Disciplinary problems that occur in the classroom which are not of a major nature (gum chewing if it interferes with the learning process, talking out of turn, impoliteness, forgetting book or materials, etc.) should be resolved by the teacher in the following manner.

Step 1

- Talk with the student about his or her behavior - give verbal warning that the inappropriate behavior must stop.
- Teacher documents that the student did not comply with classroom expectations.
- Commitment is made by the student to stop and/or disciplinary action taken
- Student may also be referred to the guidance counselor for counseling by the teacher if the teacher thinks it might be helpful.

If Step 1 does not resolve a matter, or if a student does not comply with a teacher initiated disciplinary action, Step 2 is taken.

Step 2

- Parent is contacted by the teacher and notified of student discipline issue.
- Teacher documents that the student did not comply with discipline.
- Referral is made to the administration noting that Step 1 has been completed and with written documentation attached.
- Administration will handle the discipline of the student after Step 1 is completed.
- Students who fail to follow the teacher's guidelines and warnings will be sent to the office and meet with an administrator and further disciplinary action may follow.

TEACHER HAS THE RIGHT TO TEMPORARILY REMOVE A STUDENT FROM THE CLASSROOM

The teacher may also remove a student from class for a period of up to one day if a problem has developed. The teacher should call the office and send the student if an administrator is available. An administrator will keep the student in the office or send the student to the In-School Study Session (ISS) room for the remainder of the period. The teacher should document for his/her own records and for future reference. If the teacher feels that further disciplinary action is necessary, then he/she should file a referral with the administration.

AFTER SCHOOL DETENTION

A teacher or administrator of the school may assign detention to a student as penalty for school misconduct. Students who are assigned a detention will receive a notice indicating the time, date, and reason for the detention. This notice is to be taken home by the student to the parents/guardians of the student. If the detention is not served, then additional detention time, In-School Study Session (ISS), or Out-of-School Suspension (OSS) may result.

After-school detention is designed to permit students to serve penalties without missing class time. A one-hour administrative detention may be served Tuesday or Thursday from 3:00 - 4:00. If the student is unable to serve the day given, he or she will be assigned to the next Tuesday or Thursday. This will be allowed to happen only once. No rescheduling will take place once detentions are scheduled. The general rules for after school detention is:

- Detentions will be held in the area that is designated for this purpose. Assigned students are to report no later than 3:00 p.m. and will be dismissed at 4:00.
- No student will be allowed into detention after 3:00 p.m.
- Neither employment nor personal commitments of the student and/or parent will constitute a basis for exemption from detention.
- No eating, drinking, or communication in any fashion will be permitted by students serving detention. All students must bring class assignments and material to the detention room.
- Students should use the restroom before detention begins.
- Violations of the rules of the detention will result in ISS or OSS.
- Any student failing to serve a one-hour detention will automatically be placed in ISS the following day or the first day the student returns to school.
- All school rules and regulations must be followed.

THURSDAY SCHOOL DETENTION

Thursday School detention is a program designed to permit students to serve penalties and not miss class time. Thursday school is a study period on Thursday evenings from 3:00 p.m. to 6:00 p.m. Parents must enter the building and sign student out of Thursday school. Students are to work on school assignments the entire time. The students will provide textbooks, library books, or appropriate schoolwork. Rules will be simple, but strict and all school rules will apply. Students who fail to comply will not be given credit for attending and will face serious disciplinary measures including OSS.

- Any student failing to come to their first assigned Thursday School will automatically be placed in ISS for three days. Further, students who fail to attend additional Thursday Schools will automatically be given three days of OSS. Thursday School will be held at the Middle School.
- Parents or guardians will be notified in advance that their child will be serving a Thursday School.
- Transportation to and from Thursday School is the responsibility of students and/or parents/guardians.
- Work or personal commitment of the student and/or parent/guardian will not constitute a basis for exemption from serving Thursday School.
- Refusing to attend Thursday School will not be accepted.
- Students must be signed out of the Thursday school detention in the classroom by a parent/guardian at 6:00 pm.
- If there is an extenuating circumstance or an emergency that occurs, and the school is notified at least 24 hours ahead of time by the parent/guardian, then it may be rescheduled at the discretion of the administrator. This will be allowed only one time, per student, per school year. If there is no contact made by the parent/guardian 24 hours before Thursday School then the student will be placed in ISS/OSS for three days.

IN-SCHOOL STUDY SESSION

The in-school-study session (ISS) provides an alternative setting for students to complete their work. Students report to the office at the beginning of the school day and remain under supervision until the close of the school day. The student attends no classes and eating privileges will be restricted to the ISS area. The student is to bring all textbooks in the morning. Teachers will submit assignments, and all homework or tests taken will count toward the student's grade.

Failure to serve ISS will result in being sent home for that day and being assigned one day OSS for each day of ISS not served. Failure to behave properly while in ISS will result in out of school suspension.

USE OF SECLUSION AND RESTRAINT WITH STUDENTS

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.

OUT-OF-SCHOOL SUSPENSION OR EXPULSION (MAJOR STUDENT VIOLATIONS)

The acts set forth below are prohibited. Offenders may be subject to suspension and/or expulsion for such misconduct and the authorities and/or law enforcement notified.

1. Engaging in any conduct that disrupts or interferes with school purposes. No student will be permitted to use any form of violence, force, noise, intimidation, fear, or any comparable conduct. In the case of physical violence, such as a fight, both students will be treated firmly in regards to discipline.
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 property.
4. Stealing or attempting to steal property on school grounds.
5. Intentionally causing or attempting to cause physical injury to a student or school employee.
6. Refusing to follow the directions of school employees or engaging in other acts of serious disrespect to school employees.
7. Engaging in immoral conduct.
8. Engaging in any activity forbidden by Indiana State Law.
9. Willfully truant from school.
10. Possession of any weapon, including but not limited to knives, will lead to immediate suspension and possible expulsion.

11. Possession of drugs, drug paraphernalia and look-alike drugs will lead to immediate suspension pending expulsion.
12. Other serious disruptive acts as determined by the building principal.
13. Possession of firearms and explosive devices will result in immediate suspension pending expulsion.
14. Knowledge of any situation listed 1-13 and failure to notify school officials.
15. Continuing and habitually violating school rules and disrupting the educational environment for themselves and/or others.

It is currently a violation of Indiana law for a student to fail to inform school representatives that he/she is seeking admission after being expelled from another school. The penalty to be applied is expulsion without due process.

There are times when a serious offense requires a student's removal from the school environment. When, in the opinion of the principal, such conduct warrants, a student may be suspended from attending school for a maximum of ten days. Suspended students are not permitted to return to school for any reason until the morning following the final day of their suspension. This includes all athletic activities and all other scheduled activities during and after school hours. Parents of suspended students are encouraged to make an appointment with the assistant principal to discuss the student's behavior which led to suspension, in order to prevent its recurrence.

Disciplinary action will be progressive and appropriate. The last alternative might be to assign the student an alternative plan of education such as Greene Academy Alternative School or be expelled from Eastern Greene Schools.

Alternative Suspension Program

ALTERNATIVE SUSPENSION (ATS)

Eastern Greene Middle School has joined with Bloomfield and WRV to develop an alternative to out of school suspension. When a student in grades 7-12 is suspended, he or she will be required to attend ATS for the entire dates of the suspension. Students will be supervised by licensed teacher(s) and will be expected to complete assigned course work, read during designated times, and be involved in physical activity. Students will receive 100% credit for their work completed. Work is expected to be turned in when the student returns to regular classes. ATS will be located on a White River Valley School Corporation campus. Transportation to and from ATS will be provided by an Eastern Greene bus. Students will be required to take their lunch and all necessary text books and materials. Students not attending ATS when suspended will not receive credit for work missed during the suspension period.

SUSPENSION PROCEDURES

When an administrator determines that a student should be suspended, the following procedures will be followed:

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

EXPULSION PROCEEDINGS

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

1. The superintendent may conduct an expulsion hearing and the superintendent will serve as the expulsion examiner unless noted otherwise.
2. An expulsion will not take place until the student and the student's parent(s) are asked to appear at the expulsion hearing conducted by the superintendent or the person designated otherwise. Failure by a student or a student's parent(s) to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and will contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee) will present evidence to support charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

LEGAL REFERENCE: 20 U.S.C. 8001

20 U.S.C. 8002

I.C. 20-33-8-14 et.seq.

POSSESSION / USE OF DRUGS AND ALCOHOL AT SCHOOL

Students are not permitted to possess, use, or transmit any drug and/or alcohol product on school grounds. This ban includes bus rides from the time students get on the bus in the morning until they get off the bus at home in the evening.

Drug and alcohol infractions are seen as two of the most serious types of disruptions of the educational process, and as such, these will be dealt with most severely. The following are statements of the disciplinary code of Eastern Greene Schools, which apply to drug and alcohol abuse, and apply to any school activity, including the time students are transported to and from school.

1. 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.
2. 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.
3. 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, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
4. 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.
5. No student may possess or use drug paraphernalia at school.
6. Students will be subject to periodic drug searches by dogs. These searches will be unannounced and planned by the principal and the authorities.
7. Any substance for which a student has a prescription or written permission from a parent allowing use should be brought to the school office/nurse's station.

Violation of the above policies will result in the following:

1. Notification of law enforcement officials.
2. Notification of parents.
3. Up to a ten-day suspension and possible recommendation for student's expulsion.

TOBACCO USE/POSSESSION AT SCHOOL

Indiana law prohibits the sale and use of tobacco to minors and the school does not permit this activity. Students are not permitted to possess, use, or transmit any tobacco product on school grounds.

1. Eastern Greene students cannot be in possession of tobacco on school grounds (including busses), in the school building, or at any school related activity.
2. Parents are responsible for establishing guidelines for their own children regarding smoking, but the school shall establish its territorial lines for smoking and tobacco-related substance.
3. No student may possess or use tobacco substances, matches, or lighters in the school building, on school grounds, or on the school bus.

Any student in possession of any form of tobacco may have such tobacco product taken and will be considered in violation of the policy. This is also a violation of state law and will be turned over to the authorities. Failure to adhere to this policy will result in the following:

1. Ticket issued by Greene County Sheriff's Department
2. Fine paid to Greene County
3. Suspension

In addition to being ticketed by the Greene County Prosecutor's Department, possession of tobacco will result in the following school discipline penalties.

1. First offense – one day OSS and parent notified
2. Second offense – three days OSS and parent conference

3. Third offense – five days OSS and due process hearing to determine student’s status at school.

EASTERN GREENE MIDDLE SCHOOL ATHLETIC CODE AND REGULATIONS

INTRODUCTION

The athletic program of Eastern Greene Middle School, a part of the extra-curricular program, places emphasis on developing the individual by providing a broad program of athletic activities and wholesome competition, with appropriate equipment, facilities and competent supervision and coaching. Any individual who is capable and willing to meet the standards of the program is provided the privilege to participate.

Proper administration of the athletic program is essential to insure the well-being of the participant and the maintenance of a wholesome program. The coaching staff, athletic director, and school principal administer the program within the policies established by the coach, athletic director, school principal, IHSAA, and the local school board.

Games with neighboring and conference schools have a primary purpose of promoting friendly rivalry, new friendships, playing skills, sportsmanship, and improved community relations.

EASTERN GREENE SCHOOLS CIVILITY POLICY

All people associated with Eastern Greene athletic teams will follow the EG Civility Policy detailed previously in the civility policy section of the handbook. A copy of the policy can be obtained from the Corporation Office.

ATHLETIC PARTICIPATION FEE

All middle school student-athletes will pay a \$25.00 participation fee one time per school year. This fee goes directly towards transportation costs for traveling to away contests. In return, student-athletes will receive an athletic pass that will allow them to attend home athletic contests for free.

SOUTHWESTERN INDIANA ATHLETIC CONFERENCE

Eastern Greene is a member of Southwestern Indiana Athletic Conference, hereafter referred to as SWIAC. Members of the SWIAC Conference are:

Bloomfield	Clay City	Eastern Greene	Linton	North Central
North Daviess	Shakamak	White River Valley		

PURPOSE OF ATHLETICS

The primary purpose of the athletic program at Eastern Greene School is to promote the physical, mental, social, emotional, and moral wellbeing of the participants. It is hoped that athletics in our school will be a positive force in preparing youth for an enriching and vital role in society. The athletic program is an important and integral part of the total school program. Through voluntary participation, the athletes give time, energy, and loyalty to the program. The athlete should also accept the training rules, regulations, and responsibilities, which are unique to an athletic program. In order to contribute to the welfare of the group, the athlete must willingly assume these obligations as the role demands.

FUNDAMENTALS OF SPORTSMANSHIP

- Show respect for your opponents at all times.
- Always respect the contest officials and abide by their decisions.
- Know, understand and appreciate the rules of the contest in which you are competing.
- Maintain self-control at all times, regardless of the situation.
- Recognize and appreciate the skill in performance of your teammates and opponents.

In addition to the “Rules and Regulations for students at Eastern Greene School,” athletic program participants are also governed by the following athletic code.

GENERAL REGULATIONS

IHSAA rules must be followed in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc. Each coach has the responsibility to know, to inform team members and parents, and to enforce school, SWIAC Conference, and IHSAA regulations in all matters.

MIDDLE SCHOOL ATHLETIC ELIGIBILITY REQUIREMENTS

In order to be eligible for athletics, students at EGMS must have passing grades in all subjects during any given nine week period and at the mid-term progress report. Semester grades will take precedence over nine week grades. Failure to meet the grade require-

ment will lead to suspension from participation until the mid-term progress report, nine week report, or semester report is issued. If the student is passing all subjects on the mid-term progress report, nine week report, or semester report, they will be reinstated to the team. The suspension is from contests only and does not include practices and/or tryouts.

Any student who becomes a habitual discipline problem will not be allowed to participate or attend any after school activities such as dances and athletic contests or any other extra-curricular event. Any student who has two major violations (suspension from school, for example) or a total of ten referrals, excluding attendance/tardy/homework issues, will also be in this category.

CONSENT AND RELEASE CERTIFICATES

Between May 1 and the student's first practice in preparation for interschool athletic participation:

The student shall have had a physical examination by or shall provide certification from a physician holding an unlimited license to practice medicine. The parent or guardian shall give written consent for such participation unless the student is emancipated.

The parent or guardian shall consent to the disclosure by the school, to the IHSAA, of all requested detailed financial (athletic or otherwise), scholastic and attendance records of the school, including records which may concern or be related to the student unless the student is emancipated in which event the student shall give such consent.

The Consent and Release Certificate shall be on file in the principal's office prior to the student's first practice. This certificate may suffice for the entire school year. This rule cannot be waived.

Any civil law infraction or conduct by a student athlete that is determined by the head coach and/or school administration to be detrimental to the athletic program or school will result in counseling by the head coach and administration with possible suspension or expulsion from the team.

ATHLETIC CODE

No athlete may quit one sport and try out for any other sport during the current sport season or the following sport season; i.e., if an athlete quits cross-country, he/she could not participate in another fall or winter sport for that school year. An athlete is considered part of a team once the coach posts the names of the players selected. Quitting a team after the team members are posted or announced constitutes quitting. Any exemptions from this rule will be determined by the Athletic Advisory Committee.

Athletes must travel to and from contests in transportation provided by the school. The only exceptions are --

- Injury to a participant, which would require alternate transportation.
- Prior arrangement between the participant's parent and the coach for the student to ride with that parent.

A display of unsportsmanlike conduct toward an opponent or official, or use of profanity during practice or contest will result in counseling by the head coach and possible suspension.

Unexcused absence from a scheduled athletic contest will result in --

- Suspension for one contest following the first violation.
- Suspension for the remainder of the season following the second violation.

Violations of school rules which require administrative action may entail --

- Suspension for one contest following the first violation.
- Suspension for the remainder of the season following the second violation.

Theft or malicious destruction of any school or individual's equipment (vandalism) will not be tolerated.

- The student athlete shall be suspended for a minimum of 20% of the scheduled events for that sport for that year following the first offense. If the suspension falls near enough to the end of a season that the full penalty of 20% of the contests cannot be assessed, the penalty shall carry over to the next sport season in which the athlete participates. If the student is not involved in a sport at the time of the violation, the student shall be removed from 20% of the contests of the first sport season in which the student would normally participate. Attempts to circumvent this rule by going out for a sport in which a student athlete does not normally participate will not be tolerated.
- The student athlete will be suspended from team or teams for 365 days from the date of the suspension following the second offense.
- The student athlete will be denied athletic participation for the remainder of his/her school career following the third offense.
- The rules or regulations of this code shall apply to any violations, on or off school premises, 365 days per year.

Completion of the sport's season is required in order for the athlete to be eligible for a team and/or an individual award. The exception would be an injury, which limits participation. No awards shall be given to any athlete suspended for the remainder of the season for athletic code violation.

ATHLETIC DRESS CODE

Student athletes should conform to the coach's guidelines and must adhere to any IHSAA and school policies.

PARTICIPATION IN TWO SPORTS DURING ONE SEASON

An athlete may compete in two different sports during the same season if approved by the Athletic Director. A written agreement must be on file in the athletic office detailing the expectations of both coaches and the involved athlete. Expectations must cover the sharing of practice time and how conflicts will be resolved if contests conflict. This agreement must be signed by the athlete and his/her parent/guardian and by both head coaches. For example, a fall athlete might run cross-country and be a member of the cheerleading team.

SCHOOL ATTENDANCE REQUIREMENTS

A student must be in school by the end of second period in order to participate in an athletic activity (game or practice) on that day. Exceptions would be made if the student had an approved medical or dental appointment, in which case the student must present the attendance officer a signed statement from the doctor or dentist upon returning to school that day, or a funeral with approved documentation.

The student should be aware that accurate daily attendance records shall be maintained in the athletic office and posted for daily participation eligibility.

If the student is absent the last day of the week, and the competition is on a non-school day, the student must bring to the coach a signed statement from the parent that permission is given to participate. It is recommended that the coach call the parent regarding the absence and the health of the participant.

A student who has been injured and has missed practice due to medical treatment cannot participate again until the date indicated by his/her doctor. A medical statement releasing the student to participate in sports must also be presented to the coach before the athlete is eligible for participation.

HOLIDAYS AND SUNDAY PRACTICING

- There shall be NO practicing or contests on any level on Thanksgiving Day or Christmas Day.
- There shall be no practicing or contests on any level on Sundays.
 - Summer camps are the only exceptions.
 - Biddy Ball, AAU, or any other non-school sponsored clubs are not under the school regulations.

SUBSTANCE ABUSE OR USE AND FELONY OR MISDEMEANOR INFRACTIONS

Use or possession of alcoholic beverages, tobacco, drugs, narcotics, or hallucinating agents by athletes is prohibited 365 days per year.

Please refer to Eastern Greene Schools Drug/Alcohol Prevention Policy for policy and consequences of athletic eligibility if a substance abuse/use occurs. In addition, each coach may have rules/regulations that will increase any suspensions from participation. All increased suspensions will be upheld by the administration.

EASTERN GREENE SCHOOLS POLICIES AND PROCEDURES

TO PARENTS

Your son or daughter will spend a large part of his/her adolescent years in school. We at Eastern Greene Middle School hope that during this time your son or daughter will grow not only academically, but also in maturity. Growth in these areas will depend upon the successful combination of the student's own effort, initiative, innate abilities, and diligent guidance from our school. We believe this can be achieved if the parents, the students, and the school work together. This cooperation may perhaps be better implemented if we set forth what we believe parents, students, and the school should be able to expect of one another.

1. What the parent should be able to expect of the school:
 - a. That the school should be operated in a business-like and responsible manner with both requirements and regulations being reasonable and understandable.
 - b. That the student's progress in studies is the priority of the school.
 - c. That parental inquiries, visits, and complaints receive prompt and courteous attention and that the school's response to these inquiries reflect a constructive, helpful attitude.
 - d. That the teacher's grading is fair, impartial, and understandable.

- e. That the teacher's assignments are definite and that a reasonable amount of assistance is given in class with student initiative. A student will be provided individual help as resources will permit.
 - f. That the school will do its best to maintain a wholesome student environment.
 - g. The right to inspect and review their children's educational records.
 - h. The right to seek amendment of inaccurate or misleading information in their children's educational records.
 - i. Parental consent to most disclosures of personally identifiable information from educational records.
 - j. Questions concerning educational records can be answered by contacting the middle school office at 825-5010.
2. What the school should be able to expect of the parent:
- a. That the student's attendance be regular and punctual.
 - b. That the parents encourage and promote good study habits and acceptable behavior in their children.
 - c. That parental inquiries be first registered with the teachers, guidance counselors, and assistant principal and/or principal.
 - d. That the parents demonstrate a positive attitude toward the school. A negative home climate toward the school will too often damage a student's outlook and affect his/her behavior and success.
 - e. That the parent keeps himself/herself informed of any difficulty between his/her child and the school.
 - f. That the parent calls the school for an appointment with a teacher, a counselor, or the principal in the event of a serious problem or a serious misunderstanding that has not been satisfactorily resolved between the child and the school.
3. What the students should be able to expect of the school:
- a. That his/her voice be heard as long as he/she expresses himself/herself courteously.
 - b. That the teacher's grading and treatment of the student be fair and understandable.
 - c. That correction of the student's behavior is fair and is done with consideration of the best interests of the individual student and the total school.
 - d. That extra help in a subject beyond what can be given during class time be initiated by the student.
 - e. That the student's opinion is reflected through an elected student government.

Objectives of Eastern Greene Schools

1. Emphasize, in each subject area, understanding, problem solving, and the application of fundamental skills to real-life situations.
2. Provide students with the necessary materials and resources to help promote intellectual development.
3. Permeate the curriculum with reading activities so that students become comfortable and able readers.
4. Have students write frequently, helping them become comfortable and able writers.
5. Provide physically and/or mentally challenged students with the least restrictive learning environment possible.
6. Provide remedial and accelerated instruction for students requiring additional assistance.
7. Give students an increased amount of directed independence to foster the development of self-discipline and responsible behavior.
8. Develop the curriculum and set high performance standards so that students of varying achievement levels are inspired to achieve to their highest level of aptitude.
9. Provide a variety of learning experiences outside the classroom.
10. Provide a variety of materials, exploratory experiences, teaching methods, and outside resources to stimulate curiosity and develop creativity.
11. Encourage, motivate, and challenge students to be creative during both directed and non-directed activities in the classroom.
12. Provide opportunities for oral and written statement of opinions in all areas of the curriculum.
13. Provide students with open-ended activities to encourage independent thinking and decision-making.
14. Recognize the talents, interests, and abilities of students in order to challenge them to the fullest extent of their creative potential.
15. Help students develop an appreciation for their heritage.
16. Encourage students to develop respect and consideration for others and their property.

EASTERN GREENE SCHOOLS CIVILITY POLICY

All members of Eastern Greene Schools will treat parents and other members of the public with respect, and expect the same in return.

Our school is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions, and preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility, and orderly conduct among our school community's employees, parents, and public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the greatest extent possible, a reasonable, safe, harassment-free work place for students and staff. Eastern Greene employees are presented as positive role models to the children of our school district and greater school community. Eastern Greene Schools encourages positive communication and discourages volatile, hostile, or aggressive actions. The school seeks public cooperation with this endeavor.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this corporation to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the corporation, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School Corporation's Central Office. The complaint will be investigated and a written response will be given to the concerned person in a timely manner. The Superintendent of Schools can provide additional information concerning access to equal education opportunity.

PEST CONTROL

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

- Inform annually parents and staff members of the Corporation's pest control policy at the time of the student registration by a separate memorandum or as a provision in the student handbook.
- Provide the name and phone number of the person to contact for information regarding pest control.
- Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
- Provide notice of planned pesticide applications to parents and employees who have requested advanced notice.
- Provide notice of all pesticide applications to school nurses.
- Maintain written record for at least 90 days of any pesticide applications.
- In case of emergency pesticide applications because of immediate threat to the public health, the school shall give written notice as soon as possible.

MCKINNEY VENTO ACT

The McKinney Vento Act which was reauthorized in January 2002 ensures educational rights and protections for children and youth experiencing homelessness. The act is a part of the Federal Legislation called No Child Left Behind. The McKinney Vento Act provides school districts guidelines to services which are available to children that would be classified as homeless. The Lebanon Community School Corporation Administration Center will work with each school in the district and will provide a residency form to be completed twice a year by each family of the children attending and enrolling in our schools. The data collected from these forms will be used for data reporting purposes and to offer assistance when and where needed. The complete McKinney Vento Act can be found under The McKinney Vento Act homeless Assistance (42u.s.c.11431 et Seq).

AMERICANS WITH DISABILITIES ACT – SECTION 504

The American's with disabilities act (A.D.A.) and Section 504 of the rehabilitation Act requires the school to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the Corporation's programs and facilities. Students with Disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed by the school staff. Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school should contact the Guidance Department.

NOTIFICATION OF RIGHTS REGARDING STUDENT RECORDS

The Family Educational Rights and Privacy Act ("FERPA"), codified at 20 U.S.C. § 1232g, affords parents, students over 18 years of age ("eligible students"), and surrogates certain rights with respect to the student's education records. FERPA rights pertain only to records created or possessed by the school district that contain confidential educational or behavioral information, such as test scores and educational progress, psychological reports, behavioral data, disciplinary actions, and communications with the family or outside professionals.

The legal rights that FERPA grants to parents and eligible students may be summarized as follows:

- (1) The right to inspect and review the student's education records within 14 days of the day the school receives a request for access.
Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for such access and notify the parent or eligible student of the time and place where the records may be inspected. The school may charge reasonable copying costs.
- (2) The right to request the amendment of or addenda to any education records which are believed to be inaccurate, misleading, or otherwise in violation of the student's rights. Parents or eligible students may ask the school to amend or insert addenda to a student's education records by writing the school principal or appropriate school official and clearly identifying the part of the record they want changed and explaining why it is inaccurate or otherwise should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except in situations where FERPA authorizes disclosure without consent, such as:
 - (a) disclosure to local school officials having legitimate educational interests in the information. A school official is (i) a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); (ii) a person serving on the school board; (iii) a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or (iv) a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if (i) it is in the educational interests of the student for the official to access the records or (ii) it is necessary for the official to have access in order to carry out his or her official duties.
 - (b) Upon the request of another school district in which a student seeks or intends to enroll, the school may disclose education records to officials of such district.
 - (c) Copies of education records may be provided in response to a lawful court order or a subpoena served upon school officials or may be provided to local, state or federal officials as needed for legitimate law enforcement purposes, provided that before release in either circumstance a reasonable attempt will be made to notify parents of the request.
 - (d) "Directory information" such as the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, photographs, weight and height of members of athletic teams, dates of attendance, most recent school attended, awards or honors received, and other similar information may be publicly released without parental consent unless the parents notify the school district by the end of the first week of the school year that they do not want certain designated directory information released without prior consent.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Eastern Greene Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605*

Questions regarding FERPA rights or requested compliance therewith should be directed to the student's current building principal or the Superintendent of Schools.

MODEL NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENTS

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 1. Political affiliations or beliefs of the student or student's parents;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;

6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of-
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
 - Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State Law.

(School district will/has develop(ed) and adopt(ed) policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. (School District) will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. (School District) will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. (School District) will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at the time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920*

A GUIDE TO SAFE SCHOOLS

All Indiana Codes established by the Indiana Legislature, whether or not they are covered in this handbook, govern Eastern Greene Middle School. Any changes in state law would bring about definite changes in the policies in this handbook.

SAFE SCHOOLS

Most schools are safe. Less than one percent of all violent deaths of children occur on school grounds, and a child is far more likely to be killed in the community or at home, but no school is immune to such potential problems. The violence that occurs in our neighborhoods and communities has found its way inside the schoolhouse door. We can take some solace in the knowledge that schools are among the safest places for young people, but we must do more. School violence reflects a much broader problem, one that can only be addressed when everyone at school, at home, and in the community works together.

There is ample documentation that prevention and early intervention efforts can reduce violence and other troubling behaviors in schools. Research-based practices can help school communities recognize the warning signs early, so children can get the help they need before it is too late. In fact, research suggests that some of the most promising prevention and intervention strategies involve the

entire educational community: administrators, teachers, families, students, support staff, and community members working together to form positive relationships with all children. Your assistance is needed to make it work.

VIDEO SURVEILLANCE AND CAMERAS

The campuses of Eastern Greene Schools are monitored by video and camera surveillance. The personal information and activities recorded are collected and used to maintain a safe and secure environment in schools and on school district property and may be disclosed for law enforcement purposes.

POLICY STATEMENT – TITLE IX AND SECTION 504

It is the policy and belief of the Eastern Greene School Board that education services, employment, programs, instruction, and facilities will not be denied to anyone as a result of one's race, color, religion, sex, limited English proficiency, national origin, or physical disabilities. Inquiries regarding compliance with Title IX and Section 504 may be directed to the building principals.

Eastern Greene Middle School

Attention: Principal

10503 East State Road 54

Bloomfield, IN 47424-9698

812-825-5010

SEXUAL HARASSMENT POLICY

It is the policy of Eastern Greene Schools to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for a student to harass another student through conduct or communication of a sexual nature. It shall also be a violation of this policy for any employee or volunteer to harass another employee or student through conduct or communication of a sexual nature.

Any person who alleges sexual harassment by any employee or student in the school corporation may use the complaint procedure in the policy or may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designee of the school corporation.

The complete Sexual Harassment Policy and Guidelines adopted by the Board including reporting forms is available in the administrative office for any student or employee use.

EASTERN GREENE SCHOOLS CIVIL RIGHTS NON-DISCRIMINATION GRIEVANCE PROCEDURE

1. Applies to Regulatory TITLE VI (race, color, national origin), TITLE IX (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap condition).
2. Interested parties include school corporation officers, employees, students, and patrons.
3. Applies to acts or omissions relating to protected rights based upon age, race, color, religion, sex, physical disabilities, and national origin, (including limited English proficiency).
4. The middle school principal serves as the Civil Rights Compliance Officer and Coordinator. The middle school principal should be contacted for any allegations and violations of a corporate level, i.e. policy or practice.

LEVEL ONE

1. The officer, employee, student, or patron alleging a violation shall submit the initial complaint, in writing, to the appropriate compliance coordinator (described in #4 above). The written complaint should include the specific act or omission, the date of same, and parties involved.
2. The compliance coordinator shall initiate an investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.
3. The compliance coordinator shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be presented in writing to the complainant.
4. The complainant will have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance coordinator and submits such a statement in writing to the compliance officer, then level two procedures will be enacted.

LEVEL TWO

1. The compliance coordinator shall submit the written disagreement and all related information to the superintendent within three (3) calendar days of receipt.

2. The superintendent shall review all material and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants in the meeting shall include the complainant, the compliance coordinator, and the superintendent. Other witnesses may be called with prior notice of three (3) calendar days.
3. The superintendent shall make a decision within seven (7) calendar days of the final meeting. This decision shall be final.

Note: By mutual agreement, circumstances of calendar availability may result in extension of stipulated time allowances if either party makes a request in writing, as agreed to by all parties. If the alleged violation interpretation or application is of a corporate nature - such as a written rule, regulation, or policy, then level two is initiated immediately.

USE OF COMPUTERS/INTERNET (BOARD POLICY 7540)

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, the Corporation considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The Corporation expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, radio, movies, and other potentially offensive media.

Students using Corporation-provided Internet access must first have the permission of and must be supervised by the Corporation's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on line just as they are in a classroom or other school areas. The same general rules for behavior and communications apply.

The purpose of Corporation-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, student use must be in support of and consistent with the educational objectives of the Corporation. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access will not be utilized to:

Access, upload, download, or distribute pornographic, obscene, or sexually explicit material;

- Transmit obscene, abusive, or sexually explicit language;
- Violate any local, state, or Federal statute;
- Vandalize, damage, or disable the property of another individual or organization;
- Access another individual's materials, information, or files without permission;
- Violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of Corporation policy and rules may result in loss of Corporation-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Corporation makes no warranties of any kind, neither express nor implied, for the Internet access it is providing. The Corporation will not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. The Corporation will not be responsible for accuracy, nature, or quality of information stored on Corporation diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through Corporation-provided Internet access. The Corporation will not be responsible for personal property used to access Internet computers or networks or for Corporation-provided Internet access. The Corporation will not be responsible for unauthorized financial obligations resulting from Corporation-provided access to the Internet.

Parents of the students in the Corporation may be provided with the following information:

- The Corporation is pleased to offer its student's access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

- Families should be aware that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.
- While the Corporation's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the Corporation institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the Corporation's acceptable use policy. That notwithstanding, the Corporation believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using medical and information sources. Toward that end, the Corporation makes the Corporation's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

This policy and all its provisions are subordinate to local, State, and Federal statutes.

EASTERN GREENE SCHOOLS DRUG/ALCOHOL PREVENTION POLICY POLICY 5530.02

INTRODUCTION

The School Board prohibits the use, possession, concealment, or distribution of any alcohol, drug, or related paraphernalia at any time on school property or at any school related event. This policy supersedes all previous policies and handbooks. The effective date of this policy is November 2007.

A STATEMENT OF NEED AND PURPOSE

A program of deterrence will be instituted as a pro-active approach to a drug free school. Students using alcohol or illegal drugs pose a threat to their own health and safety, as well as other students. The purpose of this program is three fold: (1) to provide for the health and safety of ALL students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use alcohol or illegal drugs; and (3) to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle.

SCOPE

This policy applies to all Eastern Greene Schools students in grades K-12. This policy will include the following groups: Reasonable Suspicion, Random Testing, Voluntary Disclosure, and Random Searches.

1. Reasonable Suspicion testing will be used on students who exhibit a "reasonable suspicion" of drug/alcohol use. Students who use drugs and/or alcohol often exhibit negative behaviors or display other indicators of drug or alcohol use. These indicators can include, but are not limited to, observation of negative behaviors and specific observation concerning behavior; body odors or speech of a student; information received from staff members, parents, students, school employees or detection devices/services.
 - A. The administration reserves the right to test a student, at any time, based upon "reasonable suspicion" of drug or alcohol use. A refusal to submit to a drug/alcohol screening test by a student will be considered a violation of this policy and treated the same as if one had tested positive for drug/alcohol use.
 - B. The administration will document the negative behavior or indicators and contact the parent/guardian following testing.
2. Random Testing will be used for the students who: (Selection for random testing will not be done by Eastern Greene employees). *Random testing WILL NOT be used on grades K-4 at this time. The administration reserves the right to include them in this program if the need arises at a later date.)
 - A. Are involved in athletics or any school sponsored extracurricular/co-curricular activity. Extracurricular activity is defined as any activity that the student participates in that is outside the scope of the regular school day. Participation in extracurricular activities is a privilege. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. Co-curricular has the expectation of both during the school day and after.
 - B. Wish to drive on school property, to any school related activity or enroll in driver education.
3. Voluntary Disclosure is to encourage students to seek help for a use or abuse problem. It is not intended to be disciplinary or punitive in nature. Voluntary Disclosure is not permissible after a student has been identified for Reasonable Suspicion, Random Testing, or during Random Searches.
4. Random Searches will be conducted periodically. Areas to be searched may include, but not limited to, lockers, backpacks, books, computers, lunch boxes, clothing, and vehicles on school property. If any alcohol, drug, or drug related paraphernalia is found, it will be considered a violation of this policy.

BANNED SUBSTANCES

For the purpose of the policy, the following substances or their metabolites that can be tested for are considered illicit or banned for Eastern Greene Schools' students:

Alcohol	Amphetamines	Cocaine	Barbiturates	Cannabinoids	Proposphene
Opiates	Methadone	Phencyclidine(Tobacco)	Steroids	Benzodiazepine	

FINANCIAL RESPONSIBILITY

1. Eastern Greene Schools will pay for all Random drug tests, all Reasonable Suspicion tests and all initial follow-up tests. Any future follow-up test that must be conducted will be paid for by the student or his/her parent/guardian.
2. A request for another test to appeal a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.
3. Any student who fails to sign and return a Consent Form by the specified date and then decides to participate in an extracurricular program at a later date MUST submit to urinalysis. The student or his/her parent/guardian will be financially responsible for the test.
4. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

CONSENT FORM

1. It is MANDATORY for each student and his/her parent/guardian to sign and return a Consent Form prior to:
 - A. Participating in any after school activity, athletics, extracurricular activity, driver education or co-curricular activity.
 - B. Driving on school property or to any school related activity.

Failure to return a properly signed Consent Form prior to participation in any of the above activities will be treated the same as a Voluntary Disclosure unless a previous violation has occurred.

TEST RESULTS

When a test result comes back negative, the student and custodial parent(s) or guardian(s) shall be notified. In the event a student tests positive, he/she along with the custodial parent(s) or guardian(s) will meet with the Principal, Assistant Principal or Athletic Director at school where the positive test results will be reported to the student and parent(s) or guardian(s). The principal and/or designee will explain the type of substance that was found and the health hazards involved. The Principal and/or designee will also discuss the nature and extent of the consequences that will be enforced.

TESTING PROCEDURES

The testing procedure will be completed according to testing protocol as outlined by the administrative policy.

CONSEQUENCES FOR VIOLATING THIS POLICY

VOLUNTARY DISCLOSURE

(For Students in grades 5-8, their first offense will be treated as Voluntary Disclosure.)

1. Student will not be allowed to participate in any after school activity, athletics, extracurricular/co-curricular activity, or wear the schools Honor Jacket until a follow-up test shows, "negative" results.
2. Student will not be allowed to drive on school property, to any school related activity, or participate in driver education until a "negative" test result has been achieved.
3. Student will be given a follow-up test for drugs/alcohol with the test being administered after there has been sufficient time for the illegal substance to leave the students system, but not prior to 30 days.
4. If the follow-up results in a "positive" it will be treated as a "First Violation".

FIRST VIOLATION

(For Students in grades 5-8, this will be treated as a "Voluntary Disclosure".)

1. Student will not be allowed to participate in any after school activity, athletics, extracurricular/co-curricular activity, or wear the schools Honor Jacket for 365 days from the incident.
2. Student will not be allowed to drive on school property, to any school related activity, or participate in driver education for 365 days from the date of the incident.
3. If the student is on probation, the Probation Department will be notified with the details of the violation.

4. Student will be given follow-up tests periodically for drugs/alcohol for the next 365 days with the first test being administered after there has been sufficient time for the illegal substance to leave the students system, but not prior to 30 days.
5. If any follow-up test results in a "positive" it will be treated as a "Second Violation".
6. The violation can be reduced to 20% of the activity season if the student and parent/guardian are agreeable to the following: Completion of at least 10 hours of Legal counseling program approved by the school administration, community service as assigned by the building Principal or Designee, and a clean drug screen 30 days post from the initial test.

SECOND VIOLATION

(For students in grades 5-8, this will be treated as a "First Violation".)

1. Student will not be allowed to participate in any after school activity, athletics, extracurricular/co-curricular activity, or wear the schools Honor Jacket for 365 days from the incident.
2. Student will not be allowed to drive on school property, to any school related activity, or participate in driver education for one year, 365 days from the last occurrence at Eastern Greene Schools.
3. If the student is on probation, the Probation Department will be notified with details of the violation.
4. Student will be subject to follow-up tests periodically for drugs/alcohol during the remainder of his/her suspension at Eastern Greene Schools with the first test being administered after there has been sufficient time for the illegal substance to leave the students system, but not prior to 30 days.
5. If any follow-up test results in a "positive" it will be treated as a "Third Violation".
6. Student MUST also attend a drug awareness/treatment program approved by school administration and provide the administration with documentation of completion. The cost of the program will be the students or his/her parent/guardian responsibility.
7. Refusal to participate in a recognized drug awareness/treatment program or provide the administration with the documentation of completion will be considered a "Third Violation".

THIRD VIOLATION

(For students in grades 5-8, this will treated as a "Second Violation", any subsequent violations will be treated as a "Third Violation".)

1. Student will not be allowed to participate in any after school activity, athletics, extracurricular/co-curricular activity, or wear the schools Honor Jacket for the remainder of their school career at Eastern Greene Schools.
2. Student will not be allowed to drive on school property, to any school related activity, or participate in driver education for the remainder of their school career at Eastern Greene Schools.
3. If the student is on probation, the Probation Department will be notified with details of the violation.

CO-CURRICULAR VIOLATIONS

If the privileged activity of exclusion is one that meets during the school day where academic credit is earned (i.e. band, choir, orchestra, drama, etc....). No competitions or performances are permitted; however, the student can practice and continue to attend that activity during the school day. It is the responsibility of the sponsor (director) to implement a parallel curriculum to ensure that there is no academic penalty for missing competition.

OTHER CONSEQUENCES

1. Students will be subject to this policy if there is notification to a school official by verified legal court notification.
2. If a positive test results in levels that prove the student was under the influence during school hours or during school activities will be subject to school handbook policy.

APPEAL PROCESS

If the student or the student's custodial parent(s) or guardian(s) desire, they may have any remaining portion of the urine sample re-analyzed by another laboratory selected by the student's custodial parent(s) or guardian(s) from an approved list of laboratories provided by the school corporation. This request for an appeal should occur within three school days of the date of the initial conference to discuss the positive test. For such a retest the sample must be verified and transmitted to the laboratory by the school nurse and/or designee. The student and/or the student's custodial parent(s) or guardian(s) will be financially responsible for any retest under the provisions of this item. A form for requesting this retest is included with this policy. The student and the student's custodial parent(s) or guardian(s) may also submit any prescription or other information, which will be considered in determining whether a positive test can be satisfactorily explained.

MEDICAL INFORMATION

1. The following over the counter (OTC) medications will be provided by the school and be administered to students by authorized school personnel with written permission from parent/guardian.
 - Non-aspirin pain reliever (acetaminophen) (Tablet and children chewable)
 - Ibuprofen (tablet and children's chewable)
 - Cough drops
 - Tums
2. NON-PRESCRIPTION medication may be administered to students by school personnel only when accompanied by written instruction from the parent/guardian.

These instructions must include:

 - Name of student
 - Name of non-prescription medication
 - Purpose
 - Dosage and directions for administration
 - Date
 - Non-prescription or "over-the-counter" medication not normally recommended for children and teenagers must be accompanied by a physician's signature.
3. PRESCRIPTION medication may be administered to students by school personnel only when accompanied by written permission from the parent/guardian AND written instructions from a physician. (The label on the prescription container fulfills the requirement for physician's instructions.)
 - Name of patient
 - Name of prescription medication
 - Purpose
 - Dosage and directions for administration
 - Signature of physician
 - Date

4. ADDITIONAL ITEMS FOR PARENTS/GUARDIANS

Medications, non-prescription and prescription, which are possessed by the school nursing staff for administration during school hours for a student in grades five through eight, may be released only to the student with written permission by the parent/guardian.

All medications must be presented to the nurse's office for control and dispensing purposes. It is the student's responsibility to report to the office for dispensing of medication (unless incapacitated) All NON-PRESCRIPTION and PRESCRIPTION medications must be in the original containers, with the labels intact.

- Medications with expired dates cannot be given at the school.
- Medications prescribed twice daily should be given at home.
- Medications ordered three times daily could be given at home before school, immediately after school, and at bedtime.
- Herbal remedies and homeopathic remedies will not be given by the nurse.
- A permission slip must be on file with the nurse if medicine is at any time to be self-administered.

IMMUNIZATION NOTICE

The School Board and the State Board of Health require that all students K-12 be properly immunized against whooping cough, poliomyelitis, diphtheria, tetanus, measles, mumps, rubella (German measles), chicken pox, hepatitis B. Every child entering grades 6-12 must also be immunized against meningitis. From time to time other communicable diseases may be designated by the State Board of Health

The superintendent shall require parents to furnish to their child's school, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days and is in accordance with the Superintendent's and State's administrative guidelines on immunizations. If the student remains unimmunized at the close of the twenty (20) day period, the Superintendent shall commence expulsion proceedings,

unless the parents have filed a religious objection or submitted a physician's statement that the needed immunizations are contra-indicated.

Exemptions to the immunization requirements shall be granted, in accordance with State law, only for medical, religious, or other reasons allowed by the State.

The parent of each female student who is entering grade six (6) shall be provided with information prescribed by the State Department of Health concerning cervical cancer and the human papillomavirus (HPV) infection and that an immunization against the HPV infection is available. Within twenty (20) days after the first day of school, the parent shall provide a written statement as prescribed by the State Department of Health regarding the HPV information.

The Indiana Department of Health (ISDH) has issued the following school immunization requirements for the 2011-2012 school year:

I.C. 20-30-5-17, 20-34-4-2 thru 7

**2015 – 2016 SCHOOL YEAR
INDIANA STATE DEPARTMENT OF HEALTH (ISDH)
SCHOOL IMMUNIZATION REQUIREMENTS**

3 to 5 years old	3 Hep B (Hepatitis B)	
	4 DTaP (Diphtheria, Tetanus & Pertusis)	
	3 Polio (Inactivated Polio)	
	1 MMR (Measles, Mumps & Rubella)	
	1 Varicella	
K	3 Hep B	2 MMR
	5 DTaP	2 Varicella
	4 Polio	2 Hep A
Grades 1 to 5	3 Hep B	2 MMR
	5 DTaP	2 Varicella
	4 Polio	
Grades 6 to 10	3 Hep B	2 MMR
	5 DTaP	2 Varicella
	4 Polio	1 Tdap (Tetanus & Pertussis)
	1 MCV (Meningococcal)	
Grades 11-12	3 Hep B	2 Varicella
	5DTap	1 Tdap
	4 Polio	2 MCV
	2 MMR	

HEARING SCREENING:

Indiana State law requires that each school year students in grades 1, 4, 7, and 10 receive a hearing screening. Students who participate in Kindergarten Round-Up may also be screened. In addition, students new the school system, students identified as having a hearing problem in previous years, and students referred for screening by teacher or parent are also given a hearing screening each year. Students who do not pass the initial screening are screened a second time. Parents will only be contacted should their child not pass a second screening. No student shall be required to take a hearing screening if written objection by a parent or legal guardian is submitted to the school speech-language pathologist prior to the screening. A signed note should be sent to the school to decline the screening.

CAFETERIA AND BREAKFAST PROGRAM INFORMATION

The school participates in the National School Lunch Program and makes lunches available to students at the current approved rate. Students may also bring their lunches to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal. No fast food may be brought in during

lunch. Teachers may reward students with fast food meals if it meets an educational objective. Any exceptions must be approved by the Administration.

Eastern Greene Middle School is now on-line with the computerized lunch system that makes paying for lunch much easier. There is no need to worry about sending money every day and worrying about it getting lost. Each student has his or her own personal meal number, which is his or her PIN (Personal Identification Number). Entering the ID number on a numeric keypad at the cash station will access the account. This will make an automatic withdrawal from the school meal account. No student is allowed to use another's pin number. Doing so may result in disciplinary consequences.

EGMS students may choose from a wide variety of food offerings. All students are encouraged to eat a complete and nutritious lunch.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the Middle School office at 825-5010.

BREAKFAST PROGRAM

The breakfast program is available to any student enrolled at Eastern Greene Schools. Students qualifying for free and reduced lunch also qualify for free and reduced breakfast. There is no charge for students who qualify for free lunch.

LUNCH AND BREAKFAST FEES

5th Grade

Breakfast

Student \$1.25

Reduced .30

Extra Entrée \$1.00

5th Grade

Lunch

Student \$2.25

Reduced .40

Extra Entrée \$1.35

6th-8th Grade

Breakfast

Student \$1.25

Reduced .30

Extra Entrée \$1.00

6th -8th Grade

Lunch

Student \$2.50

Reduced .40

Extra Entrée \$1.35

Fast Forward \$2.50