

# Highland Middle School

## Student Handbook 2018-2019

### How to contact us:

Main Office	641-2059
Fax (Main Office)	641-2067
Attendance	641-2065
Bookkeeper	641-2059
Fax (Deans' Office)	641-2064
Counseling	641-2059
Deans	641-2065
Nurse	641-2059
Registrar	641-2064
Principal	641-2071
Assistant Principal	641-2063

**Dr. Kyle Barrentine** – Principal, **Mr. Matt Goen** – Asst. Prin., **Mr. Jason Stecher** – Asst. Prin.

**Highland Middle School**  
**2108 E. 200 North**  
**Anderson, IN 46012**

# Highland Middle School Student Handbook

## Introduction

This student handbook has been prepared to help you become familiar with your school. The information provided is important to help you understand the expectations and school policies.

Please take the time to read through this handbook. Your teachers will be reviewing much of the information in this handbook as well as explaining its use. It is each student's responsibility to understand this handbook while attending classes at Highland Middle School.

It is the goal of the faculty and staff to recognize the middle school school students' unique needs and to plan and implement an educational environment to meet those needs. By taking pride in yourself and in your school, you can achieve success at Highland Middle School.

## School Colors and Symbols

- The name *Scots* is synonymous with Highland Middle School. Highland is of Scottish derivation and the Scottish theme has been carried out throughout the school.
- The school colors are plaid and white.
- The symbol for the school is the dancing Scotsman, dressed in the traditional kilt.
- The name, *Scots*, was selected by the student body when the school was organized.

Thus, our athletic teams are known as the Scots.

## School Pep Song

*Tune - "Scotland the Brave"*

Come all you lads and lassies

Root for the Highland laddies

We want the plaid and white team to win tonight-- Rah! Rah! Rah!

Strike up the band again; Let's raise the score again;

They are the team with the Pep and the Vim

You do your best my lads, we'll do the rest my lads

We'll root for you for a victory tonight. RAH! RAH! RAH!

Come all you lads and lassies,

Root for the Highland Laddies.

We want the plaid and white team

To win tonight,

H-I-G-H-L-A-N-D, H-I-G-H-L-A-N-D

Highland, Highland, Highland

## Attendance

School attendance is essential for uninterrupted learning to occur. Absence from school should only be for the most serious reasons. If students are absent from school, the following procedures should be utilized:

1. The parent is to call **641-2065, ext. 1011** and report the reason for absence to the school attendance office. If the line is busy, please leave a message. The attendance line is open 24 hours/7 days a week. Calls should be made early—**within 24 hours of the absence at the latest**—to insure accurate attendance.

### ANDERSON COMMUNITY SCHOOL CORPORATION Attendance Rule

#### Indiana Legal Standards and Requirements Provided by State Statute

I.C. 20-33-8-10 Delegation of Authority: Each principal may take action concerning his school or any school activity within his jurisdiction which is necessary to carry out or prevent interference with an educational function or school purpose. Such action includes establishing written rules and standards to govern student conduct.

I.C. 20-33-2-28 Compulsory Attendance of Parents: It is unlawful for a parent to fail, neglect, or refuse to send his/her child to a public school for the full term as required under this chapter unless the child is being provided with equivalent instruction as the public school provides.

I.C. 20-33-2-35 Habitual Truants: The superintendent or attendance officer may report a student who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court. (Habitual Truant Defined) – The term “habitual truant,” as defined by this statute, is a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.

I.C.20-33-2-44 Penalty: A person who knowingly violates this chapter (Indiana Compulsory School Attendance laws) commits a Class B misdemeanor.

#### Attendance Philosophy

The state of Indiana and the Anderson Community School Board of Trustees expects every student to be present at school. The only options to school attendance are those listed under Attendance Exceptions below.

#### Attendance Exceptions

I.C. 20-33-2-14 Certain absences are granted in compliance with state law. Each one of these will require individual, appropriate documentation. The following is a list of absences which may be justifiable with appropriate documentation.

- Service as a Page for or as an honoree of the General Assembly (I.C. 20-33-2-14)
- Service on precinct election board or for political candidates or parties (I.C. 20-33-2-15)
- Witness in judicial proceeding (I.C. 20-33-2-16)
- Duty with the National Guard (I.C.20-33-2-17)
- Duty with Indiana wing of civil air patrol (IC 20-33-2-17.2)

#### Excused Absences

- Personal illness **Over 5 personal illness absences will require medical documentation or the absence will be unexcused.**
- Medical appointments (with verification)
- College visitation with prearrangement and documentation(2 days per junior and senior year)
- Emergencies approved by principal or designee
- Head lice (one day only)
- Religious observances
- **Prearranged absences approved by principal**

*Parent/guardian may request that a student be excused from school attendance for unique opportunities. Such a request **MUST** be submitted to the **PRINCIPAL** in writing at least two (2) weeks in advance of the student's planned absence. The principal will provide notice to the parents that absence is (a) excused or (b) unexcused.*

#### Unexcused Absences

All absences that are not covered under Attendance Exceptions and/or excused absences are considered unexcused absences. Unexcused absences are considered issues of school truancy.

#### Notification for Unexcused Absences

Kindergarten – 12<sup>th</sup> Grade

3<sup>rd</sup> Offense – letter and/or phone call home

6<sup>th</sup> Offense – parent contact

9<sup>th</sup> Offense –Legal notice of violation of Compulsory Education Laws

10<sup>th</sup> Offense – Filing of Affidavit of Probable with Prosecutor's Office

#### Truancy

I.C. 20-33-2-11(b), requires a school district's discipline rules to include “a definition of a child who is designated as a habitual truant, which must, at the minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.

Truancy refers to situations when the student is somewhere in the school without authorization, does not attend class as expected, leaves the school without authorization, or willfully fails to attend school without the parent/guardian permission. Truancy will be considered a disciplinary issue.

#### Activity /Participation After an Absence

A student may not participate in extracurricular activities, contests, events, rehearsal, meetings, practices, or after school functions (including employment though CO-OP) unless the student attends ½ day (4 periods). It is the responsibility of the sponsor, director, or coach to verify a participant's eligibility. Students absent all day due to illness may not attend an extracurricular or athletic activity that day. If extenuating family or school circumstances result in a student's failure to be present the required ½ day (4 periods), an exception may be made. The principal or designee will determine eligibility for emergency issues. Reasons may include; approved college visit, medical emergency, or funeral. If a student is serving “Out of School Suspension (OSS), he/she is not eligible to participate in or attend any school activity or practice. An exception to this participation guideline would be a student's verified attendance at the suspension school.

#### Make-up Work

For excused absences, make-up work will be provided and must be completed for full credit. For unexcused or unverified absences, each teacher will develop and post his/her make-up work policy. It is recommended that each school develop a school-wide Make-Up Work Policy for annual review each spring. **IT IS THE STUDENT OR PARENT/GUARDIAN WHO IS RESPONSIBLE TO OBTAIN MAKE-UP WORK.**

Appeals may be made per “Procedures for Student or Parent Appeals or Complaints” as listed in the *Students' Rights and Responsibilities* handbook.

## Weather Related Closings

In case of school closings due to severe weather, the official announcement may be heard over local radio and TV stations. Do not call the school, ADMIN building, office or individual school employees. Listen to WHBU 1240AM, or Television WTHR, WISH, WRTV or ACS website/social media outlets.

### **Late Arrivals**

Students must arrive to school on time daily. Promptness and punctuality are characteristics expected to be practiced by Highland Middle School students. When tardy at the beginning of a school day (AFTER 7:30am), students must go directly to the Attendance Office to sign in. Students must present a note from a parent stating the reason for the late arrival OR a parent/guardian must call to verify the tardy. Students signing in without a note or phone call will be marked Unexcused. Accumulation of Unexcused absences may result in notification to Juvenile Probation.

### **Early Dismissals**

ALL EARLY DISMISSALS MUST BE APPROVED BY THE ATTENDANCE OFFICE. If a student needs to leave school early for an appointment or other valid reason, an early dismissal slip can be obtained from the attendance secretary by presenting a note signed by the parent or guardian. This must be done BEFORE going to first period. You will be given an early dismissal slip that must be signed by the person (ex. Doctor or Dentist) that you visit and returned to the attendance office. When leaving for an early dismissal, parents should pick students up at the SOUTH (MAIN) ENTRANCE. If a student is ill, he/she must visit the school nurse. The school nurse is the only person authorized to provide excused early dismissals for students who are ill.

### **Tardy to Class Policy (See page 13 for additional information)**

There is NO excuse for tardiness. Lack of punctuality, which results in the student missing a part or all of a class, is detrimental to the student. Students are considered tardy to class when they are not in the classroom when the bell rings. Students are NOT to report to the attendance office for a tardy to class pass. Tardy sweeps may be utilized to encourage students to be on time to class. Students caught in tardy sweeps may be subject to disciplinary consequences.

### **Truancy**

Students are responsible for being in their assigned room or area at all times unless given permission by a school official. Truancy of any nature will be considered a disciplinary issue and could result in referral to Juvenile Probation. Violations of the Attendance Policy will be grouped into three categories:

1. Truancy or Leaving School Grounds – An absence is considered truancy if the student is absent from class and off school grounds without the knowledge and consent of a parent or guardian and the school. Students may NOT leave the building, campus or school grounds.
2. Skipping – An absence is considered a skip if the student is absent from class without the knowledge or consent of the school but remains on school grounds.
3. Out of Area – A student in any area of the building or school grounds without permission is considered out of area. Students must report immediately to class once arriving on school grounds.

### **Athletics**

Participation in athletics is a privilege that carries with it varying degrees of honor, responsibility, and commitment. Since competition is a privilege and not a right, those who choose to participate will be expected to follow the Code of Conduct established by the administration and other specific coaches' rules of their sport. Athletes represent their school and student body. It is the athlete's duty to conduct himself/herself in a manner that is becoming and appropriate to the athlete, his/her family, Highland Middle School, and the community.

### **Athletic Eligibility**

**Academic:** A consistent grade requirement is in effect for athletic eligibility on the middle school level. Any student receiving more than one (1) failing grade on the previous grading period report card may not be eligible to participate in school athletics. A student athlete must be enrolled in 5 classes to participate in a sport. Students already participating on an athletic team who fall below this requirement are no longer eligible. Administration will evaluate each student athletes academic and behavioral circumstances to determine eligibility.

**Activity following absences:** A student may not participate in extra-curricular activities, practices, or athletic events unless the student attends four periods of that school day. Students absent all day, due to illness, may not attend an extra-curricular activity that day. If extenuating family or school circumstances result in a student's failure to be present the required four hour periods, an exception can be made. Reasons may include: ACS approved college visits, ACS field trips, medical emergency, or funerals. This exception requires approval of the principal or designee. A student returning to school from an out of school suspension must complete a full day of school prior to participating in any athletic activity.

**Conduct and Character:** If you represent your school in an inappropriate manner, if your habits, conduct, or character in or out of school during the school year or during the summer are such to reflect discredit upon your school, you are ineligible for further interschool athletic competition. (IHSAA Rule C-8-1: It is recognized that principals, by the administrative authority vested in them by their school corporation, may exclude such contestants from representing their school.)

**Drug Screening:** Anderson Community Schools has implemented a board policy that requires students involved in athletics, extra and co-curricular activities, and those students with driving privileges to be subject to random drug screens throughout the school year. In order to be eligible to participate in athletics, a signed permission slip must be on file in the office prior to competition.

**Illness/Injury:** If you are absent for five (5) to ten (10) consecutive days, you must practice four (4) practices prior to game participation. If more than ten (10) consecutive days are missed, you must practice six (6) practices prior to game participation.

**Physicals:** Student athletes must have a current completed physical exam certificate and a guardian sign concussion form on file in the athletic office to be eligible to participate in out of season or in season activities. This includes tryouts and practice activities. If you do not have a completed physical certificate on file, you are ineligible for further interscholastic athletic participation.

## **Buses**

Bus transportation to and from school is provided to students on a **voluntary** basis. This means that riding privileges may be suspended as a consequence of poor conduct. School bus drivers have authority over all school children transported to and from school. The following guidelines are generally followed when discipline problems arise:

1. The driver or school personnel will contact the parents of the student to alert them of the nature of the misconduct.
2. A bus disposition form is filed with the administration at school outlining the problem.
3. An administrator will contact the student and parents. A conference may be held to discuss the disciplinary action.
4. School missed due to being suspended from a bus is **NOT** excused. **It is the duty of the student/parent to supply another means of transportation to school.**

## **School bus rules are as follows:**

1. Cooperate with the bus driver.
2. Observe same conduct as in the classroom.
3. Be courteous, use no profane language.
4. Do not eat or drink on the bus – keep the bus clean.
5. Do not damage the bus.
6. Stay in your seat.
7. Keep head, hands, and feet inside the bus and to yourself.
8. Bus driver is authorized to assign seats.
9. Students may not delay the bus (not being at stop on time, not boarding bus at end of day)

## **Cell Phone Policy**

**Students who possess such devices at school must comply with the following guidelines: “Silent and away.”** All personal electronic signaling devices **must** be turned off during instructional time so as not to disrupt classroom instruction. Such devices may only be turned on when authorized by a teacher to enhance classroom instruction. In this circumstance, electronic signaling devices may only be used within the specific parameters provided by the teacher, for the purpose and time period identified by the teacher. **Passing period is considered part of the school day and electronic signaling device usage will not be permitted.** Students may not use personal electronic signaling devices at school to take pictures, film or video of students or school staff (including teachers, administrators or staff) without the prior written consent of the student or staff person. Use of these devices, to the extent permitted above, must comply with the ACSC Acceptable Use Agreement and the Internet Safety Administrative Regulation for Students. Any use that disrupts the educational process or school programs or activities is prohibited. Any use that violates ACSC rules, policies or regulations, or federal or state law is prohibited. **Devices that are used in violation of these guidelines will be confiscated by school staff. Confiscation may include returning the phone to the student later in the period, day or week; or may require the parent to come to school to recover the device. (\*\*\*)After the first offense, portable electronic devices will only be released to a parent/guardian. Repeated violations of the cell phone policy could be considered insubordination and could lead to Suspension.)** ACSC and the school accept no responsibility for replacing lost, stolen or damaged electronic signaling devices. Students using electronic signaling devices or district-owned equipment to harass, threaten or bully students; solicit assistance from people outside of the immediate school campus to commit acts of violence; or any other acts in violation of the law or District Policy will be subject to discipline in accordance with State Code and District Policy. **PLEASE NOTE: Highland Middle School is not responsible for retrieving, investigating, or replacing lost or stolen items not being used for educational purposes. This also includes gym lockers.**

## **Counselor Requests**

In order to see the school counselors, students must obtain a pass from their classroom teacher or sign up in the student affairs office. Unless an emergency situation occurs, students without a pass or visa will be instructed to return to class.

**Records and Reports:** Students' records are on file in the Registrar's Office. Due to regulations in the Federal Privacy Act, this school cannot release individual student records without the proper release form being signed by the person who has that authority. Please consult the Registrar for further information. **Parents are responsible for providing accurate, current addresses and phone numbers to the school registrar.**

### **Work Permits**

Students, ages 14 to 18, must obtain a work permit in accordance with provisions of the Child Labor Laws and Bureau of Child Labor of the Indiana Department of Labor. Counselors in secondary schools are designated as issuing officers for employment certificates. An employment certificate may be issued to students in good standing (academic/attendance). The issuing officer may revoke the employment certificate if the issuing officer determines that there has been a significant decrease in the student's grade point average since the issuance of the permit. Students requesting a work permit should turn in an Intent to Employ Card to the registrar at Highland Middle School.

**Schedule Changes:** Schedule changes will NOT be made to accommodate preference requests. Changes will ONLY be attempted to accommodate the following:

- Correct computer errors.
- Correct level placement when recommended by the classroom teacher.
- Balance class sizes, including insufficient enrollment.
- Accommodate rare situations, based upon seat availability.
- Changes must have administrative and/or with Counselor approval.

### **Emergency Drills**

Fire and emergency drills are required by law for the purpose of safeguarding students. They are held periodically during the school year. Teachers lead the classes to pre-determined locations. Students must maintain quiet and follow the instructions of their teachers. The signals for the drills are given by means of a special siren or by the public address system.

A person who gives false alarm of fire to the fire department of a governmental entity (schools) knowing the alarm to be false, commits false informing, a class B misdemeanor. However, the offense is a class A misdemeanor if it substantially hinders any law enforcement process or if it results in harm to an innocent person. Possible expulsion may result.

### **False Reporting or Informing**

A person who reports, by telephone, mail, or other written or oral communication, that the person or another person has placed or intends to place an explosive or other destructive substance in a building or transportation facility, or knowing the report to be false, commits false reporting, a class A felony. Legal action will be taken.

### **Fees**

Each student is required to pay a general fee of per year to cover school fees. This fee covers expenses in the following areas: locker use, textbook use, physical education (locker), and science. Students who wish to construct additional projects in individual classes must pay the additional cost.

### **Field Trips**

Students going on a school-sponsored field trip must have a permission slip signed by their parents. A field trip is an extension of school, and school policy prevails. Sponsors must have approval from the school board.

### **Address/Phone Change**

Any student who has a change of address and/or phone number during the school year must **immediately** report the new information to the registrar. **Parents are responsible for providing accurate, current addresses and phone numbers to the school registrar.**

### **Hall Pass**

A hall pass is required any time a student is in the hall while classes are in session unless the student is accompanied by a teacher or parent. Passes should be written in ink with each item completed.

### **Cafeteria Procedures:**

All students are expected to eat in the school cafeteria. Students may bring their lunch from home, but **food from outside vendors (fast food...etc.) will not be allowed in the cafeteria.**

### **Parent/Guardian visit for lunch with Student:**

Visitors wanting to eat with a student must eat outside the cafeteria in the area between the main office and the student affairs office.

### **Cafeteria procedures are as follows:**

1. Students should proceed to the cafeteria in an orderly manner. Those running and/or shoving will be detained along the back wall of the cafeteria.
2. Students must arrive on time for lunch.
3. Students should form single file serving lines as directed by the cafeteria supervisors. Those cutting or leaving and returning to line will be sent to the back of the line.
4. Students have a responsibility to maintain cleanliness and order in the cafeteria.
  - a. All trays, dishes, and silverware should be placed in designated containers.
  - b. Anyone sitting in a messy area assumes responsibility for it.
  - c. Students are expected to stay seated.
  - d. Students should keep their hands and feet to themselves at all times.
  - e. Verbal abuse, fighting, or throwing of food will result in loss of cafeteria privileges and possible further discipline.
  - f. Condiments should not be wasted.
  - g. **Students are expected to follow the direction of the cafeteria supervisors at all times.**
5. Students leaving or entering the cafeteria must have a pass.
6. Passes for the library must be issued by classroom teachers and must specify the student's name and date.

### **Grades**

A report of grades is issued at the end of each of the nine week grading periods. The report indicates the progress the student is making in school.

### **National Junior Honor Society:**

A 3.5 or higher-grade average, good citizenship, and overall student performance determine eligibility or National Junior Honor Society membership.

### **Grade Point Average**

A student's grade point average (GPA) shall be determined by totaling all earned points, including weighted courses, on a four-point scale. The total points are divided by the total number of credits attempted. An additional factor is then added for weighted courses.

### **Cheating**

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, conference with the student, mark a zero for the work, and the teacher will notify the parent immediately as to the action taken. Further offenses in the same class will result in an "F" for the nine weeks grade.

Plagiarism is considered as cheating and will be dealt with as such. The student will be conferenced and the parent will be notified.

1<sup>st</sup> offense: Teacher conference and a zero + parent contact

2<sup>nd</sup> offense: Zero on assignment, parent contact, and a possible "F" for nine weeks grade.

### **Lockers**

Each student is assigned a locker and should not change lockers unless reassigned by the office. Students may not (for any reason) share lockers with another student. Students are responsible for maintaining the lockers to which they have been assigned and should not deface them in any way. If a locker does not open or close properly, or is damaged in any way, the office should be notified immediately. Students are responsible for items in their lockers, and the school will not accept the responsibility for any items that might be missing from the locker. Lockers must be kept closed at all times except when depositing or retrieving materials or when unattended. Thefts occur when the locker is left open, or when combinations are shared. Students will not be given locker combinations of other students under ANY circumstances. If your locker fails to lock, report it to the Assistant Principal immediately. The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as drugs or alcohol. **Please note: Students do not have a reasonable expectation of privacy in any school owned locker or desk.**

### **Lost Articles and Books**

Lost articles, such as notebooks, purses, billfolds, glasses, etc., must be taken to the student affairs office where they may be claimed. Students are urged to check promptly for lost articles. Books that are lost and found are returned to the subject teacher. If you have lost a book, check with the teacher who issued the book. Another book will be issued only when the cost of the original book has been paid. Money for lost books is paid to the teacher who issued the book.

## **Money and Valuables**

Students are cautioned **NOT** to bring radios, CD players, MP3 players, IPODS, tape recorders, cameras, expensive jewelry, cell phones, electronic devices, and large sums of money to school. Bring only the money needed for each day's expenses. **Highland Middle School is not responsible for retrieving, investigating, or replacing lost or stolen items not being used for educational purposes. This also includes gym lockers.**

## **Nurse's Office**

A student who needs to see the nurse because of illness should obtain a written pass from the classroom teacher. If illness occurs between classes, secure a pass from the next classroom teacher.

A student involved in an accident of any kind, even though the injury may seem minor at the time, should report at once to the classroom teacher or to the nurse.

## **Medication**

If a student's physician has prescribed medication for the student to take during school hours, the parent/guardian must deliver the following to the nurse: the medication in the original pharmacy container (with the student's name on the label), the physician's order, and a written permission slip from the parent/guardian. The school nurse or administrative designated person will administer the medication. Over the counter medication (i.e. aspirin, Tylenol, cough drops) shall be administered in a similar fashion as prescription medications. The medication must be in the original container and the parent/guardian's permission to administer must include directions of use for the student. Over the counter medication must also be delivered to the nurse's clinic or principal's office with the parent/guardian's permission letter.

## **Parent/Teacher Meetings**

Parents/guardians are encouraged to schedule meetings and conferences with their students's classroom teachers. Meetings, conferences, and observations should be scheduled at least one day in advance. **Parents/guardians are not to visit classrooms unannounced.** Any parent/guardian visiting the school must check-in with the main office and pick-up a visitor's pass.

## **PowerParent**

All students and parents/guardians have access to grades, attendance, and discipline information 24 hours a day via the PowerSchool Parent website. Questions regarding PowerParent login information should be directed to the school registrar.

## **Parking**

Highland Middle School visitor parking will be in the south lot. Students will NOT have driving privileges at Highland Middle School.

**Students may not ride a motorized scooter or bike to school.** Parents dropping off/picking up students should utilize the south parking lot (in front of the gym) driveway and students will enter the south main entrance doors.

## **Phone Use by Students**

Arrangements should be made in advance, whenever possible, for rides home, after-school activities, etc. Office phones are very limited and must be used for school business only.

## **Report Cards**

Report cards will be issued at the end of NINE week grading periods. The first three grading period report cards will be sent home with students. The fourth grading period report card will be mailed home at the parent/guardians request or can be picked up at the main office.

## **Retention Criteria**

A student **may** be recommended for retention if he/she meets one or more of the following criteria:

- The student has missed more than 20 days of school.
- The student did not pass the ISTEP test in both language arts and math.
- The student failed the majority of his/her classes.
- The student is recommended by his/her academic teachers for retention.
- Due to a lack of maturity, the student may be retained in order to facilitate a more age-appropriate placement.

Our goal is to help assure that your student is as prepared as possible to begin their high school career in good standing and to obtain their high school diploma. To this end, the student must be as invested and as dedicated as the parent and the school.



## Visitors

Any visitor to the school or school grounds must report to the Main Office, sign in, **have a picture ID drivers license**, be approved by security system and obtain a visitor's pass. All visitors are expected to leave promptly when their business is completed. Visitors or parents are not permitted to attend classes unless prior authorization is granted by a school administrator (24 hours in advance). **STUDENT** visitors are not permitted during the academic school day. **Approved visitors who eat lunch with students must leave the building at the conclusion of the lunch period (unless prior arrangements have been made).**

## Withdrawal from School

Students who withdraw from school should adhere to the following procedures:

1. The parent/guardian calls the principal or assistant principal to explain the reason for the needed withdrawal. If the student is moving, the new address will be given to the registrar.
2. The student will be given a statement of withdrawal.
3. The student will :
  - Turn in chromebook / textbooks
  - Turn library books to the library
  - Clean out locker in the hall and physical education locker, if necessary
  - Return the completed withdrawal form to the main office
4. All fees must be paid before withdrawal will be processed.

## Canvas / Technology

<https://sites.google.com/a/five-startech.com/anderson-community-schools/?pli=1>

## Discipline Policy

### Student Rules of Conduct

A school, in order to function efficiently, must enforce rules governing student conduct. These rules exist for the protection of all students, teachers, and other school personnel. The rules should have the goal of insuring maximum educational opportunities for all students. The following rules are not intended to be exhaustive but are simply intended to be a guide for students, parents, and teachers. The discipline used in a specific instance will depend upon the seriousness of the offense and behavioral record of the student involved. Rules of conduct apply at school, on school grounds, at school functions, when coming to school, or when going home from school. In addition, a student may be disciplined for unlawful acts off school grounds, which could reasonably be considered to be an interference with school purposes. The following rules define misconduct for which a student may face disciplinary action, up to and including suspension or expulsion from school attendance and denied credit for all courses occurring during the period of suspension or expulsion:

1. Behavior that injures or presents a risk of injury to the student or another person - Examples of violation of this rule: fighting with another person; throwing an object at a person; pushing, hitting, striking, or tripping another person; driving a vehicle in a dangerous manner; handling dangerous material such as chemicals in chemistry in a dangerous way.
2. Insubordination – a student will obey the lawful direction of any staff member or adult in authority during the time the student is in school or participating in a school activity. Examples of insubordination include, but are not limited to:
  - a. Failure to comply with direction or instruction of a staff member or adult in charge.
  - b. Refusal to serve detention as directed.
  - c. Refusal to report to, or participate in, in-school alternatives as directed by a staff member or adult in charge.
  - d. Refusal to report to the administrative office or Dean's office as directed by a staff member or adult in charge.
  - e. Refusal to identify oneself when requested by a staff member or adult in charge.
  - f. Failure to participate in an alternative to suspension program.
  - g. Failure to respond truthfully and completely when questioned about a school-related matter.
  - h. False attendance note, call, or hallway pass; any intentional change, alteration, or forgery of a hallway pass or attendance note will be treated as a major disciplinary infraction.
3. Disrespect – A student will not behave in a disrespectful manner toward staff or an adult in charge. Examples of disrespectful behavior include, but are not limited to:
  - . Walking away; leaving while a staff member or adult in charge is talking to the student or has directed them to stay in the area.

- a. Talking back; responding orally in a rude or insolent manner to a staff member or adult in charge.
- b. Inappropriate gestures, profanity and/or actions that can be viewed as obscene or rude.
- 4. Damaging or stealing school property or the property of another person or organization - Examples of violation of this rule: taking a student's chromebook and hiding them from the student responsible; removing property without permission from a locked or unlocked desk, car, or locker. **Sharpies or other permanent markers are not allowed at school.**
- 5. Disrupting a class or school activity - Examples of violation of this rule: distracting other students while a teacher is lecturing, disrupting a student convocation with noise.
- 6. Loitering-Students are expected to remain in areas which have been designated as appropriate. Students are not permitted to loiter or congregate in the halls during passing periods, parking lots, on athletic fields, or on the perimeters of campus. When entering the school and in between classes, students need to be moving toward their assigned classrooms. Any questions regarding appropriate areas should be directed to administration or security personnel. Students are expected to be on campus only during the time periods designated within their academic/extracurricular schedule. **All students are to leave the building at 2:30pm unless supervised by an adult.**
- 7. Gambling – Gambling of any kind on school property is not permitted.
- 8. Profanity/Obscenity – A student will not use profane or obscene language or make obscene gestures. Examples include, but are not limited to:
  - . Swearing – saying anything that conveys an offensive, obscene, or sexually suggestive message or is in poor taste for a school setting.
  - a. Obscene gestures – making any sign that conveys an offensive, obscene, or sexually suggestive message.
  - b. Derogatory written materials – having any written material or pictures that convey an offensive, obscene, threatening, demeaning, or sexually suggestive message; satanic or gang related drawings, symbols, and references, or anything racial in nature.
  - c. Directed at a staff member – writing, saying, or making gestures that convey an offensive, obscene, or sexually suggestive message toward a staff member.
- 9. Harassing, bullying, threatening, hazing, or intimidating another person - “Harassing” or bullying behavior is unwelcome behavior that interferes with a victim’s ability to learn or derive benefits from a school activity that is directed toward the victim after the victim (or another person on the victim’s behalf) has stated or shown that the behavior is unwelcome. “Hazing” behavior is behavior directed toward a student with that student’s consent that is nevertheless abusive, damaging, or dangerous. Examples of violation of this rule: picking on a student who is distracted or intimidated by the behavior, bullying or pushing another student around, hazing a student as a part of joining a club or group.
- 10. Consuming, possessing, offering, providing, or being under the influence of an inhalant, a solvent, or other volatile substance or combination of volatile substance, contrary to safety instructions provided on the products labeling, or the direction of school personnel. Examples of violation of this rule: intentionally inhaling glue or acetone fumes.
- 11. Possession of drug preparation or drug consumption paraphernalia such as rolling papers, electronic devices, clips, or displaying materials that promote or encourage alcohol or drug use. Examples of violations of this rule: wearing a t-shirt with a commercial beer logo or a marijuana leaf visible to other students.
- 12. Possessing cigarettes, smokeless tobacco, snuff, or other tobacco products or a device such as a lighter designed primarily for use in consuming tobacco products. Examples of violations of this rule: carrying a cigarette, cigar, snuff, chewing tobacco, cigarette papers, electronic devices, or a lighter.
- 13. Engaging in consensual sexual behavior such as kissing, fondling, or sexual relations. Examples of violations of this rule: kissing or fondling another student without objection by the other student.
- 14. Wearing clothing, jewelry or a hairstyle that is dangerous to the student, indecent, vulgar, profane, indicative of gang activity or affiliation, or presents a message that is inconsistent with the educational mission of the school corporation, or results in disruption of an educational function. Examples of violations of this rule: wearing any gang insignia or gang identification item and refusing to remove it when identified as such.
- 15. Cheating, plagiarizing, submitting the work of another person for academic credit, allowing another student to cheat, or violating a building level honor code - Examples of violations of this rule: using notes or other memory aides when not permitted by the teacher giving the test or exercise; submitting a theme or assignment found on the internet as original work by the student; allowing another student to copy answers during a test.
- 16. Creating or distributing information including information distributed via e-mail or through a web site that results in or is likely to result in the disruption of an educational function, advocates a violation of law or a student conduct rule, is sexually explicit or obscene, is libelous, slanderous, or defamatory, or invades the privacy of an unidentified or identifiable person. Web sites maintained on servers other than school corporation servers are covered by this conduct rule where the content of the communication is in violation of this rule. Examples of violations of this rule: sharing copies of materials about how to build a ‘stink bomb’.
- 17. Possessing a cellular phone, any device used to take pictures or transmit messages, CD player, MP3, pager, radio, portable TV, electronic toy, hand-held video game. Examples of violations of this rule: using a cellular phone during the school day; possessing a MP3 or CD player and/or using it during the school day.
- 18. Refusing or failing to follow a directive from a school employee with responsibility for student supervision (including Instructional Assistants, Bus Drivers, Aides), including a directive to respond truthfully and completely when questioned about a school related matter. Examples of violations of this rule: responding with a known lie when questioned by a teacher or administrator about another student’s misconduct.

19. Violating the school district's policy on acceptable use of the internet, computers, e-mail, or voicemail, facsimile machines, or any other school corporation communication resource. Examples of violations of this rule: signing on to a school computer network as another person or sending harassing or threatening messages to another person in school or outside of school.
20. Violating Indiana or federal law.
21. Not having legal settlement in the school district.
22. Attempting to commit an act which is a violation of these student conduct rules. Example of violations of this rule: attempting to punch another person but missing.
23. Refusing to cooperate in the search of a vehicle, locker, or other place where the search is based on a reasonable suspicion of a teacher or administrator or is conducted pursuant to consent to search give in the student parking agreement.
24. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law. Examples of violations of this rule: guarding the entrance to a rest room while other students smoke in the restroom.
25. Failing to report the actions or plans for action of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to a person or persons or damage to property - Example of violations of this rule: failing to report seeing a student in possession of a handgun on the bus on the way to/from school.

**Repeated violation of any of the above rules could result in expulsion from school. Additionally, the following offenses could result in expulsion for a single offense:**

**1. USE OF FORCE OR VIOLENCE**

- a. Use of violence, force, noise, coercion, threat, intimidation, dear, passive resistance or other comparable conduct, constituting an interference with school purposes or the operation of a school, or urging (provoking) other students to engage in such conduct.
- b. Occupying any school building or school grounds without permission of the school corporation; blocking the entrance or exits of any school building. This would include (but not be limited to) so-called demonstrations if they interfered with the normal operation of the school.

**2. SETTING FIRE TO OR DAMAGING PROPERTY**

- . Setting fire to or substantially damaging any school building or property. Causing or attempting to cause substantial damage to school property. Intentionally causing or attempting to cause substantial damage to valuable private property.

**3. USING OR POSSESSING A WEAPON, DESTRUCTIVE DEVICE OR EXPLOSIVES**

- . Firing, displaying, or threatening use of firearms, knives, destructive devices, explosives, or other weapons on the school premises for any unlawful purpose. Knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon, destructive device, or explosive. Possession of a firearm will result in expulsion from school for one (1) calendar year.

**4. STEALING**

- . Stealing or attempting to steal valuable property.

**5. ASSAULT AND BATTERY**

- a. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a school employee. Intentionally doing serious bodily harm to any student.

**6. EXTORTING MONEY FROM ANOTHER**

- . Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or something of value from such student.

**7. KNOWINGLY POSSESSING OR USING DRUGS OR ALCOHOL**

- . Knowingly possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Receiving or attempting to receive such drugs or alcohol. Knowingly possessing or distributing a substance represented to be a controlled substance, drug, or alcohol.

**8. BATTERY ON STAFF**

- . Physical or verbal threat on a school employee. Minimum 1 semester expulsion and police involvement

**9. SELLING DRUGS**

- . Engaging in the sale of drugs.

- a. Selling any substance represented to be a controlled substance or alcohol.

**10. COMMISSION OF A CRIMINAL ACT**

- . Violation of a criminal law which constitutes a danger to other students, or constitutes an interference with school purposes.

**11. SETTING FALSE ALARMS, FALSE DESTRUCTIVE DEVICES THREATS, OR FALSE SMOKE ALARMS**

**12. SETTING OFF FIREWORKS IN SCHOOL**

13. **PHYSICALLY ASSAULTING A SCHOOL EMPLOYEE**

Expulsion will be for at least the remainder of the school year.

14. **THREATENING A SCHOOL EMPLOYEE**

**Definition of “possession for purposes of these standards:**

Students are required to inspect their possessions and vehicle for the presence of items that may not be possessed on School District property or at a School District activity, before coming on school property. Students are in possession of an item for purposes of these standards when the item is:

- On their person, in their immediate possession such as in their hand, a pocket, a purse, or a backpack
- In a place under their exclusive control
- The student is aware the item is in a place to which the student has access such as a shared locker or vehicle

More than one student may be in possession of a single item and be responsible for possession of the item.

**Uniform Policy**

Anderson Community Schools is committed to providing an environment that provides a safe and secure place for student learning. A committee of administrators and teachers, with input from students and parents, designed the uniform code to reflect the values of the Anderson community while allowing for student individuality.

The administration of the Anderson Community Schools reserves the right to be the final determiner of what is acceptable dress, and may initiate disciplinary action when, in its opinion, dress falls outside of this code.

In general, no article of clothing, tattoo, or accessory may contain language or graphic representation depicting or promoting the use of drugs, alcohol, tobacco, gang affiliation or activity, violence, or sexual activity.

Undergarments are not to be visible at any time.

This code is provided to assist parents and students in recognizing what is acceptable within the Anderson Community Schools.

**PANTS, TROUSERS, CAPRIS, SHORTS, SKIRTS, DRESSES**

Colors: Any

- Must rest naturally on the lower torso at the top of the hip to ensure that undergarments cannot be seen from a standing or sitting position.
- No sagging; and no slits, cuts, tears, or frays.
- Undergarments must not be visible.
- Material must not allow skin or undergarments to be seen.
- No Pajama bottoms.
- Size and length must be appropriate for the students’s weight and height
- Shorts must be no shorter than mid-thigh when the student is in a normal standing position.
- Skirts must be no shorter than mid-thigh when the student is in a normal standing position.
- Clothing which is primarily constructed of spandex, spandex type, or excessively tight material is not to be worn

as an outer garment, unless it is covered by acceptable clothing at mid-thigh length.

**SHIRTS**

Colors: Any

- Must cover the underarm, chest, shoulder, stomach, and back areas of the upper torso. (See-through materials do not constitute “cover.”)
- No spaghetti straps.
- No plunging necklines.
- No Pajama tops.

**HEADWEAR/OTHER**

- No hats or head coverings.
- No bandanas, jewelry, hair, or accessories showing gang affiliation, encouraging gang activity, or violence.
- No sunglasses.
- Heavy coats designed for extreme cold and excessively large coats are not permitted.

**SHOES/BOOTS**

- Must wear closed-toed shoes/boots.
- Must have a back or back strap and worn as intended by the manufacturer.

**EXCEPTIONS:**

- Students with exceptional physical conditions, diagnosed emotional disorders, and legitimate religious affiliations that require special attire or exception to this code will be provided exemption to the uniform code upon official request to and approval by the office of the superintendent or designee.
- Special event days at discretion of building principals.

- Student 504 (American’s with Disabilities Act) exceptions.

\*\*Clothing, accessories, and other items deemed disruptive, offensive, or contrary to the school’s mission by the school or central administration may be prohibited.

**ENFORCEMENT:**

Students are expected to follow the Anderson Community Schools adopted Uniform Code/Policy. The Administration reserves the right to initiate disciplinary action when in its opinion the student’s dress or appearance is responsible for a disturbance, is leading to disruption, or represents a hazard to health or safety. Repeated violations will be treated as insubordination and the student will be subject to disciplinary consequences.

**Book Bags**

If books can fit into a purse/satchel, it is considered a book bag and is not to be carried from 7:30am-2:30pm and needs to be placed in a locker.

**Tardy to Class/School Policy**

In order to maximize learning time in the classroom, it is imperative that students arrive to class/school on time. Failure to arrive on time will result in the following consequences:

- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> offense: Warning, teacher contacts parent on 3<sup>rd</sup> offense
- 4<sup>th</sup> offense: 1 Lunch Detention
- 5<sup>th</sup> offense: 1 After School Detention
- 6<sup>th</sup> offense: 1 After School Detention
- 7<sup>th</sup> offense: All day In School Suspension
- 8<sup>th</sup> offense: All day In School Suspension
- 9<sup>th</sup> offense: 1 day suspension for each occurrence

**Highland Middle School Discipline Policy**

INFRACTION	CONSEQUENCE
<b><u>UNLAWFUL BEHAVIOR</u></b>	
Weapon Possession	365 Day Expulsion – Police
Arson	Min. 2 Sem. Expulsion – Police
Bomb Threat	Min. 2 Sem. Expulsion – Police
Distribution of Drugs	Min. 1 Sem. Expulsion – Police
Possession of Drugs	Min. 1 Sem. Expulsion – Police
UI of Drugs (includes OTC drugs)	DS-OSS –Expulsion –Police
Theft/Possession of Stolen Property	DS-OSS –Expulsion –Police-Restitution
Look-alike drugs (possession/sell)	OSS –Expulsion –Police
False 911	DSD-OSS –Expulsion –Police
Battery	OSS –Expulsion –Police
Inciting/Promoting Fight	DS-OSS-Min. 1 Sem. Expulsion-Police
Fighting	DS-OSS –Expulsion
Smoking/Possession of Tobacco	DS-OSS –Expulsion –Police
Trespassing another school	DS-OSS –Expulsion
Defibrillator Tampering	OSS –Expulsion
Sexual Misconduct (bus, campus, event)	DS-OSS –Min. 1 Sem. Expulsion
Harassment (verbal, sexual, electronic)	ISD –OSS –Expulsion-Police
Bullying (includes electronic)	ISD –OSS –Expulsion-Police
Threatening/Aggressive Behavior	ISD –OSS –Expulsion-Police
Gang Activity	OSS –Expulsion –Police
Hazing/Initiation	ISD –OSS –Expulsion-Police
Vandalism	ISD –OSS –Expulsion-Police-Restitution
Gambling	ISD –OSS –Expulsion
<b><u>DEFIANCE OF AUTHORITY</u></b>	
Leaving school without permission	DS-All Day ISD –OSS
Removal from ISD	DS-OSS
Failure to ID Self	ISD –OSS

Failure to report to the office	ISD –OSS
Fight Spectator	LD –OSS
Dress Code Violation	Warning –ISD –OSS
Pass Violation	ISD –OSS
Electronic Device/ Cell Phone Violation	Confiscate/hold – 1 Day, 1 Week, 1 Month, Remainder of Semester
Unauthorized Area Violation	Warning –OSS
Hallway Disruption	Warning –OSS
Classroom Disruption	Warning –OSS
Cafeteria Disruption	Warning –OSS
Bus Referral	Warning –OSS
Computer Misuse	Warning –OSS
Failure to attend assigned detention	2x the original offense
<b><u>CITIZENSHIP</u></b>	
Profanity at Staff	DS-1 Day OSS –Expulsion
Ethnic/Racial Slurs	DS-1 Day OSS –Expulsion
Disrespect to staff	LD –OSS
Profanity	LD –OSS
False reporting information	LD –OSS
Throwing Object	LD –OSS
Forgery – Pass/Document	Warning –OSS
Inappropriate Material	Warning –OSS
Inappropriate display of affection	Warning –OSS
<b><u>WORK ETHIC</u></b>	
Failure to follow directions	Warning –OSS
Truancy Class/School	ASD –Expulsion
Tardies to school/class	LD-OSS

**All infractions are subject to judgment and assigned consequences are at the discretion of the administration/designee.**