



#theTJMSway

Thomas Jefferson Middle School

2018/2019

Elizabeth Krutz, Principal
219-531-3140 www.valpo.k12.in.us

Vision Statement: The TJMS way is inclusive, challenging, engaging, industrious, and collaborative.

Mission Statement: As we value and recognize adolescent development, we set high expectations for all students in a motivational environment with an exploratory approach that encourages teamwork and perseverance.

Dear Students and Families:

We would like to invite you to use this handbook as both a resource of information about our school, its mission, and guidelines for engagement and as an organizational tool to keep track of daily assignments and events on the calendar. We have carefully prepared this handbook to include information regarding school activities, rules, and general regulations which comply with the applicable requirements of the Indiana Code. We look forward to a great year with our students and families and hope you participate in the many opportunities here at TJMS!

Sincerely,

Mrs. Krutz and TJMS Staff

Property of: _____	
Address: _____	
Phone #: _____	
In case of emergency, please notify:	
Name: _____	Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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THOMAS JEFFERSON MIDDLE SCHOOL LOGIN(S)

CANVAS:

Username _____

Password _____

E- LOCKER:

Username _____

Password _____

ESSAY SCORER:

Username _____

Password _____

GOOGLE:

Username _____ @valpo.k12.in.us

Password _____ VCS (all CAPS)

NWEA:

Username _____

Password _____

SKYWARD:

Username _____

Password _____

WRITING COACH: WWW.SUCCESSNETPLUS.COM

Username _____

Password _____

TEXTBOOK LOGINS

ENGLISH/PEARSON LITERATURE: WWW.PEARSONREALIZE.COM

Username _____

Password _____

FOREIGN LANGUAGE:

Username _____

Password _____

MATH:

Username _____

Password _____

SCIENCE:

Username _____

Password _____

SOCIAL STUDIES:

Username _____

Password _____

Username _____

Password _____

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DAILY SCHEDULES

6TH GRADE

Period	Schedule	Minutes
1	7:50-8:45	55
2	8:49-9:39	50
3	9:43-10:33	50
4 (Lunch)	10:33-11:03	30
5	11:07-11:57	50
6	12:01-12:51	50
7	12:55-1:35	40
8	1:39-2:19	40
9 (Viking Time)	2:23-2:50	27

7TH GRADE

Period	Schedule	Minutes
1	7:50 – 8:45	55
2	8:49 – 9:39	50
3	9:43 – 10:33	50
4	10:37 – 11:17	40
5	11:21 – 12:01	40
6 (Lunch)	12:01 – 12:31	30
7	12:35 – 1:25	50
8	1:29 – 2:19	50
9 (Viking Time)	2:23-2:50	27

8TH GRADE

Period	Schedule	Minutes
1	7:50 – 8:45	55
2	8:49 – 9:29	40
3	9:33 – 10:13	40
4	10:17 – 11:07	50
5(Lunch)	11:07 – 11:37	30
6	11:41 – 12:31	50
7	12:35 – 1:25	50
8	1:29 - 2:19	50
9 (Viking Time)	2:23-2:50	27

INCENTIVE TRIP TRACKING SHEET

For _____

Attendance 1 pt. per GP
7 Pts if PA ALL year

Perfect Attendance GP 1 _____
 Perfect Attendance GP 2 _____
 Perfect Attendance GP 3 _____
 Perfect Attendance _____
 (All year Aug. – June) _____

Honor Roll 2 pts. for Principal's
 1 pt. for B Honor Roll

GP 1 _____
 GP 2 _____
 GP 3 _____
 GP 4 _____

Super Citizen 3 pts _____

Fall Sports (1 pt.)

Football _____
 Volleyball _____
 Cross Country _____
 Gymnastics _____

Winter Sports (1 pt.)

Basketball _____
 Wrestling _____

Spring Sports (1 pt.)

Track _____
 Tennis _____

Academic Teams

Lake-Porter Math Cont. (1) _____
 Academic Super Bowl (1) _____
 Spell Bowl (2) _____
 Science Olympiad (2) _____

Clubs (1 pt.)

Student Council _____
 Games Club _____
 Drama Club _____
 Spring Variety Show _____
 Polar Bear Club _____
 Book Club _____
 Geocaching Club _____
 Greeters Group _____
 NJHS _____

Yearbook _____
Intramurals _____
 Builders Club _____
 Math Club _____
 STEAM Club _____
 Team PEACE _____
 Media Center Helpers _____
 Others _____

B/C/O (event beyond classroom) (1 pt)

Solo/Ensemble _____
 All Region _____
 Circle the State _____
 ISSMA _____

A student must earn at least 10 points and be in good standing to be eligible for the annual incentive trip. The coach or sponsor of an activity has final say on whether or not a student earned his/her point. Please direct any questions or concerns to your coach/sponsor.

I. REFERENCE GUIDE

SCHOOL HOURS

The school day begins at 7:50 a.m. and ends at 2:50 p.m. daily. Students are asked not to enter the building before 7:00 a.m., at which time they must remain in the cafeteria until given the signal to go to their lockers. Students may not leave the building once they have entered the school, unless permission has been granted by the school administration or adults designated by the administration. Students must exit the building by 3:00 p.m. after school unless staying for an after-school activity supervised by a teacher. Students waiting for rides will be asked to wait outside after 3:00 p.m.

ANNOUNCEMENTS / TJ TODAY

Announcements will be made daily concerning upcoming school events and items of interest to students. These will also be posted on the school website.

The TJ Today will be published monthly and will be emailed to the parents. You may request that a paper copy be sent home with your child each month. The TJ Today will list the coming month's events as well as school and community activities. Parents, teachers, and students may have items included in the publication.

BOOKS AND FEES

All textbooks must be rented. Book rental fees are due in full at the beginning of each school year. Those unable to pay in full are required to sign a promissory note to have completed payment by the beginning of the second semester. Any amount still outstanding at this time will be referred for collection unless the parent has contacted the school office to arrange for a deferred payment schedule. Certain classes may also incur a lab fee for consumable items or activities. The associated lab fees will be listed per class on the student schedule. These lab fees are also due at the beginning of the school year and will be included with book rental as a total amount to be paid at the time of registration. Applications for free / reduced price meals and textbook rental assistance are available in every school office and through Skyward online. If you believe your family is eligible for assistance, please complete the application as soon as possible. For those who qualify for free / reduced price meals, the State will pay a portion of the textbook rental and consumable costs due. **A new application must be submitted each school year.**

Each student will be held financially responsible for any loss or damage incurred to their assigned books.

GUIDANCE DEPARTMENT

Guidance counselors and a social worker are available to students at Thomas Jefferson Middle School. The counselor can be very helpful to students who request assistance with academic problems, personal matters, career planning, standardized test interpretation, and other related issues.

The counselor may request a conference with a student for various reasons such as a get-acquainted interview or a discussion of issues identified by school or home. Parent-teacher conferences may also be held when necessary to improve the student's academic and/or social adjustment.

Students are urged to make their needs and concerns known to their counselor and/or social worker. Parents are also encouraged to contact the guidance department regarding their child's progress. When social, emotional or financial assistance is necessary, the counselor or social worker will refer parent(s)/guardian(s) to the appropriate agency or community resources.

SCHEDULE CHANGES

Much time has been spent in developing the program of studies for each student attending Thomas Jefferson Middle School. Both the students and their parents, as well as guidance counselors and teachers have been involved in this process. Therefore, each student should have been properly placed and schedule changes should not be necessary. However, if schedule changes are absolutely necessary, the following guidelines will apply:

REQUIRED SUBJECTS: Changes to a different level may be made at any time student, parents, counselor, and teachers agree that the change is advisable.

ELECTIVE COURSES: Schedule changes in elective courses will be made only during the first two weeks of a semester. A written parental request and approval by the involved teachers and principal are required.

Band/Choir/Orchestra Drop Policy

Middle school students have the opportunity to join one of three music performance groups at Benjamin Franklin and Thomas Jefferson Middle Schools:

Band	(Grades 6, 7, & 8)
Choir	(Grades 6, 7, & 8)
Orchestra	(Grades 6, 7, & 8)

Each of the groups meets daily, but practice beyond the school day is essential for success. Out-of-school programs and contests are a part of each music organization and are a part of the Band, Choir, or Orchestra grade.

Students that join Band, Choir, and Orchestra make a commitment not only to the organization, but also to the other members of the group. Each student is important to the success of the group as a whole. Music is selected and activities and lessons are planned based on the composition (vocal ranges in Choir and instrumentation in Band and Orchestra) of each group. Successful participation in a music organization reflects a student's ability to make a commitment and to organize and prioritize activities.

Students that sign up for Band, Choir, and Orchestra do so with the understanding that schedule changes allowing a student to exit the class may be made only within the first week at the beginning of each **semester** of the school year. **Communication is important** and must start with parents contacting the band, choir, or orchestra teacher. The teacher will then notify the Guidance Counselor and Office personnel of the requested schedule change.

CURRICULUM

SIXTH GRADE

- 1) Language Arts
- 2) Mathematics
- 3) Core Plus
- 4) Science
- 5) Social Studies
- 6) Physical Education/Health
- 7) Allied Arts Offerings
 - Art,
 - Band, Choir or Orchestra
 - Digital Communication
 - F.A.C.S.
 - Music Appreciation
 - Technology
- 8) Viking Time
 - Advisory
 - Brainology
 - Special Programs
 - Remediation

SEVENTH GRADE

- 1) Language Arts
- 2) Communication Arts/World Language
- 3) Mathematics
- 4) Science or Honors Science
- 5) Social Studies
- 6) Physical Education/Health
- 7) Allied Arts Offerings
 - Art
 - Band, Choir or Orchestra
 - Digital Communication
 - F.A.C.S.
 - Music Appreciation
 - Technology
- 8) Viking Time
 - Advisory
 - Special Programs
 - Remediation
 - Homeroom

EIGHTH GRADE

- 1) Language Arts
- 2) Communication Arts/World Language* (can only be dropped after 7th grade year- otherwise HS credit will be earned)
- 3) Mathematics or Algebra*
- 4) Science or Biology (Biology requires prerequisite) **
- 5) Social Studies
- 6) Physical Education/Health
- 7) Allied Arts Offerings
 - Art
 - Band or Orchestra
 - Choir
 - Digital Communication
 - F.A.C.S.
 - Technology
 - PTLW
- 8) Viking Time
 - Advisory
 - Remediation
 - Special Programs
 - Homeroom
 - Study Hall

***THE FOLLOWING COURSES WILL EARN HS CREDIT: BIOLOGY, WORLD LANGUAGE, ALGEBRA**

Algebra for VHS credit

At the end of your child's first semester of Algebra instruction, you as a parent will have a decision to make. You may elect to have your child receive high school credit for Algebra. At the end of the 1st semester, you will be asked to sign a credit declaration at which time, the grade your child received for the first semester will be reflected on their high school transcript. Your child will also have earned one credit towards the minimum 40 required for high school graduation. Your child will automatically continue to 2nd semester where their 2nd semester grade will be reflected on their high school transcript and they will have earned a second credit towards a high school diploma. The semester grades earned will count towards their high school grade point average (GPA).

If you decide against your child taking Algebra for high school credit at the end of the first semester, your child can remain in the class for the remainder of the year, but they will not have the option to receive high school credit and the grade will not be reflected on their high school transcript.

Biology for VHS Credit

Eighth grade students who are enrolled in Biology I course will receive two semester credits towards their high school graduation requirements with the successful completion of this course. The semester grades will be reflected on their high school transcript. The semester grades earned will count towards their high school grade point average (GPA)

World Language

Near the end of your child's seventh grade year of world language instruction, you and your child will have a decision to make. Your child's teacher will make a recommendation regarding their continued enrollment in the world language course. If you elect to have your child enroll in the eighth grade world language course, then the grade they received as a seventh grader will be reflected on their high school transcript. They will also have earned one high school credit towards the minimum 40 required for high school graduation. Upon successful completion of the eighth grade year of the world language course, the grade they received will be reflected on their high school transcript. The student will also have earned one high school credit at the completion of eighth grade for a total of two credits on their high school transcript in world language. The semester grades earned will count towards their high school grade point average (GPA).

If you elect to not have your child continue in the world's language courses in eighth grade, their grade will not carry over to the high school transcript and they will be enrolled in a communication arts class as an eighth grader. Remaining in the world language class as an 8th grader and auditing is not an option.

GRADING SCALE

The grading scale used at Thomas Jefferson Middle School is outlined below:

98 – 100	A+	77 -- 79	C+
93 – 97	A	73 -- 76	C
90 – 92	A-	70 -- 72	C-
87 -- 89	B+	67 -- 69	D+
83 -- 86	B	63 -- 66	D
80 -- 82	B-	60 -- 62	D-
		Below 60	F

When calculating a student's grade at the end of a marking period, percents ending with 0.5 or higher are to be rounded to the next higher percent. For example, 87.5% should be rounded to 88%.

REPORT CARDS / PROGRESS REPORTS

Report cards will be available online at the end of each nine weeks grading period. Student progress is available online during the year. Students/parents can check academic progress on Skyward throughout the year. If parents desire a conference concerning student progress or report cards, they should first contact the teaching team or counselor.

MUSIC

Middle school students have the opportunity to join three music performance groups at Thomas Jefferson:

Band	(6, 7, 8)
Choir	(6, 7, 8)
Orchestra	(6, 7, 8)

Each of these groups meets during the school day, but practice beyond the school day is essential for success. Out-of-school programs and contests are a part of each music organization and are a part of the Band, Choir, or Orchestra grade.

HONOR ROLLS

Students who earn a 3.5 grade average will be placed on the Principals Honor Roll.

Students who earn a 3.0 to 3.49 will be placed on the B Honor Roll.

MEDIA CENTER

The Thomas Jefferson Media Center provides diverse learning opportunities and resources including books, magazines, subscription data bases, internet searches in a friendly, student-centered environment. Below are a few guidelines to Media Center usage:

1. Class visits: Students are welcome to visit the media center with their language arts classes on a regular basis under the supervision of their teacher.
2. Student visits: Students are also welcome to visit the media center individually during the day with a ten-minute media pass from their teacher provided the student respects and follows media center policies. Student visits to the media center are for media center business such as checking out, returning, or renewing library books. Students must sign in and out of the media center each time they visit in order to maintain a safe climate for all in our school. Students must, of course, abide by all media center policies and the behavior policy as stated in the student handbook while in the media center, or they will be sent back to class.
3. Overdue fines: Students must renew or return materials on time. A fine of ten cents per day, per book is charged for overdue materials. Lost books will be fined at cost. A book drop box is available in the hall outside the media center so that books can be returned easily and efficiently whenever students are in the building.

HEALTH SERVICES

The health program of the school is under the direction of the school nurse and school administration. First aid, when needed, is administered by available school personnel. In case of a serious illness or injury, the school will contact the parents/guardian to arrange for the student to be picked up or taken to the hospital emergency room. A student is never sent or taken home unless the parent assumes responsibility. Students must ask their teacher to receive a pass to the health office. Usually, parents will not be contacted concerning the illness or injury unless the illness or injury is serious in nature, or the student has a fever or communicable illness.

School authorities, the school nurse, or other school personnel do not attempt to treat or diagnose cases of illness or injury. Parents should inform the school nurse of any physical conditions of their child that require special attention such as asthma, allergies, seizures, diabetes, heart conditions, etc. This medical information should be kept up-to-date, as well as all other pertinent information such as home address, phone number, contacts, doctor, etc.

MEDICATIONS

To safely administer medication/treatments required for a student's health and well-being at school and to abide by Indiana law, the following guidelines shall be followed.

1. Dispensing prescription medication or administering treatment at school without written instructions from BOTH the parent/guardian AND physician is prohibited. Verbal instruction does not meet legal requirements.
2. Non-prescription medication only requires a parent/guardian signature.
3. Written instructions should include date, student name, reason for giving, medication name, dose, time, duration, and signature of parent.
4. All medications must be sent in the original labeled pharmacy or manufacturer's container.
5. Medications are kept in the school health office. An exception would be when a student has authorization to carry medication for emergency/chronic health needs (EpiPen, inhalers).
6. The school nurse or her designee has the sole responsibility of giving or dispensing medication.
7. One (1) dose of a non-prescription medication in the original container may be kept with the student if there is a parent/guardian medication authorization on file with the school health office.
8. Medications no longer used or needed must be picked up by the parent/guardian or a designated-in-writing person 18 years of age or older. Medication not picked up by the end of the school year will be disposed of properly.

Should you have any questions regarding medication or health services, please feel free to contact the school nurse.

SAFETY PROCEDURES

Unannounced safety drills will be held frequently to familiarize students with the procedures necessary to relocate in safer areas of the building in case of a tornado warning, lockdown situation, or to evacuate the building in case of fire. The prescribed procedures and routes for relocation and evacuation in the event of a fire or tornado warning are posted on the bulletin board in each classroom. Students should learn both types of routes from each of their classrooms. When the fire alarm sounds, a lockdown drill, or a tornado drill is announced, students should move quickly and quietly to their designated areas. Running and talking will not be permitted. Students must remain in their designated areas until further instructions are given.

Fire Drill:

1. State law requires that all teachers, students, and other employees leave the building during a fire drill.
2. Fire drills will be held on an average of once a month. Quiet and self-discipline must prevail so that in the event some exits are blocked changes in directions may be effectively given.
3. Teachers will follow their respective groups from the classroom, maintain discipline, and take their class roll book with them.
4. The exit signal will be an intermittent blast of the fire alarm. In case of power failure, verbal directions or long blasts on a coach's whistle in the hallways will signal students and staff to evacuate the building.

5. In the event a designated exit is blocked, the teacher in charge of the lead group will designate another exit and subsequent groups will follow.
6. Teachers should appoint responsible monitors to close all windows and the classroom door.
7. If the fire alarm sounds during a passing period, everyone should leave through the nearest exit.
8. If the fire alarm sounds during the lunch period and you are in the cafeteria, the west half of the cafeteria (nearest the kitchen) must leave through the FRONT NORTH DOOR, and the east half must leave through the NORTH DOOR (RAMP DOOR).
9. Fire drill instructions are posted in each room. Students must be quiet during these drills for the safety of all concerned.

Tornado Drill:

1. The tornado-warning signal will be several short blasts of the intercom signal.
2. Teachers will lead their respective groups to the designated area, maintain discipline, and take their attendance records and grade book with them.
3. Tornado drills will be held at least twice a year. Students must always be quiet in order to hear specific directions from the teacher.
4. Rooms with high ceilings such as the cafeteria or gymnasiums must always be evacuated and students must always stay away from any glass.
5. Students should be instructed to place hands over heads when they reach the designated areas and if necessary take protection under desks.
6. Students will not be dismissed from school if a tornado warning comes at regular dismissal time. The building gives much better protection than a school bus.
7. If the building or any part of it is damaged during a tornado, everyone will evacuate the building after the storm. Everyone will assemble in the soccer field parking lot.

Lockout- A lockout is called when there is a threat or hazard outside of the school building. Students return to inside of building, do business as usual. Teachers recover students and staff from outside the building. Teachers take roll and account for students. Missing students would be reported to the office.

Lockdown- A lockdown is called when there is a threat or hazard inside the school building. Students are to move away from sight and maintain silence. Teachers lock classroom door, turn the lights out, wait for First Responders/Administrators to open door.

WEATHER CONDITIONS

If severe weather causes cancellation of the school program, cancellations will be broadcast on the following radio stations:

WAKE	1500 AM	Valparaiso
WLJE	105.5 FM	Valparaiso

Cancellations and delays are also posted on school messenger, cancellations.com, and the VCS home page.

Please do not call the school, school personnel, or the Administration Building on severe weather days. The telephones need to be used to make the necessary cancellations on these days.

LOST AND FOUND

Lost and found is located in the cafeteria and in the P.E. area. Students finding valuable items are encouraged to bring them to the office. Valuables such as jewelry, watches, and money may be claimed in the office.

PERSONAL PROPERTY / MONEY / TOYS

Personal property and large amounts of money should not be brought to school. Too many times these items interfere with a student's opportunity to be successful in the classroom. Many times these items become damaged at school and unfortunately, they are sometimes subject to theft. The school is not responsible for lost or stolen money or personal property. Examples of items that should remain at home would include skate boards, roller-blades, large amounts of money, chains, toys.

STUDENT VISITORS

No student visitors, or previous TJMS students are allowed during the school day. Exceptions must be granted by the office.

TELEPHONE

Teachers may allow students to use the telephone at their discretion. The office telephone is for school business only and is not to be used unless permission has been granted by the secretary or the administration. Parents are requested not to call the student at school except in cases of serious nature or emergency. Messages will not be delivered to students except in cases of serious emergency.

II. ACTIVITIES AND ORGANIZATIONS

ACADEMIC COMPETITIONS

Academic competitions have become an exciting addition to middle school activities in recent years. The following academic competitions are available at Thomas Jefferson:

Hoosier Spell Bowl	(6, 7, 8)
Lake-Porter Math Contest	(6, 7, 8)
Science Olympiad	(6, 7, 8)
Academic Super Bowl	(6, 7, 8)

Most academic competitions require a competitive try-out for team membership. In addition to the competitions listed above, Thomas Jefferson annually holds a Poetry Contest and other grade level contests within the school.

ACADEMIC EXCELLENCE AWARDS

Thomas Jefferson Middle School will continue to recognize superior academic performant. Sixth, seventh, and eighth grade recipients must attain an A in each class that meets daily during the entire school year and at least a B in other classes.

ATHLETIC COMPETITIONS

Athletic activities are available throughout the school year for students in 6 – 8. The following sports are available each season:

FALL

Boys' Cross Country	(6, 7, 8)
Girls' Cross Country	(6, 7, 8)
Girls' Gymnastics	(6, 7, 8)
Boys' Football	(7, 8)
Girls' Volleyball	(7, 8)

SPRING

Boys' Track	(6, 7, 8)
Girls' Track	(6, 7, 8)
Tennis	(6,7,8)

WINTER

Boys' Basketball	(7, 8)
Girls' Basketball	(7, 8)
Boys' Wrestling	(6, 7, 8)

DRAMA

The Drama Club membership is open to all 6 – 8 students at Thomas Jefferson Middle School. The Drama Club annually produces at least one production. Members are asked not only to act but also to help with set construction, sound effects, make-up, lights, and publicity.

EXTRA-CURRICULAR ELIGIBILITY POLICY

Students participating in any middle school extra-curricular activity (athletics, clubs, etc.) must abide by the rules listed below, which are in effect during the entire calendar year.

1. Every student shall follow specific rules made by the individual sponsors and approved by the principal or his/her designee concerning curfew hours, practices, performances, attendance, and meetings. The penalties for violating the rules will be determined by the sponsor with approval of the administration.
2. Every student shall not use, transport, or possess any form of alcohol, tobacco (chewing and/or smoking), or drugs.

First Offense. – A suspension of eighteen (18) calendar weeks excluding the period between the last full day of school in the spring and the first full day of school in the fall (i.e. summer vacation). The suspension begins at the time the incident is confirmed by school officials if the infraction occurs during the school year or on the first full day of school if the infraction occurs during the summer months. The student may not practice or participate in any extra-curricular activity in any capacity during the 18-week suspension.

At the end of eight (8) weeks of the suspension, the athlete and his/her parents may appeal to a board consisting of the Assistant Principal or Athletic Director and two teachers appointed by the Principal. The appeal may ask the board to recommend that the penalty assessed the student be modified. The board shall be empowered to recommend that the penalty be reduced, maintained or modified, but under no circumstances can the board recommend increasing the length of the penalty. The board also has the power to establish probationary periods and rules for students who have been suspended. The probationary periods established may not extend beyond ten weeks after the end of the original suspension of eight weeks. All recommendations of the board are subject to the approval of the Principal. The Principal's decision shall be final.

Second Offense. –A suspension of one (1) calendar year. The suspension begins at the time the incident is confirmed by school officials. These rules are in effect from the first full day of school for a sixth grade student until the last full day of school for an eighth grade student (throughout the middle school years).

The term “school officials” shall include middle school coaches, teachers, counselors, athletic directors, assistant principals, and principals.

6th, 7th, and 8th grades Academic requirements:

To be eligible; a student must be passing all classes.

1. For core academic classes that meet five (5) days per week (Language Arts, Math, Science, Social Studies, World Languages, Band, Choir, Orchestra.):
 - A. If a student receives an F on the progress report generated in the fourth week of a given grading period, the student will be unable to compete in games and/or participate in extra-curricular activities until all grades are D- or above. The student will be allowed to participate in practices only. The student cannot travel to games, wear a team uniform, sit with the team during a game and/or participate in performances in any other extra-curricular activity.
 - B. If a student receives an F for the first time at a nine-week grading period, the student will be on probation until the progress report is generated during the fourth week of the next grading period. The student will be allowed to practice only during probation and cannot travel to games, wear a team uniform, sit with the team during a game and/or participate in performances in any other extra-curricular activity. If at the time the progress report is generated during the fifth week of the next grading period the grade is still an F, the student is removed from the athletic team for the remainder of that sport season and 4 1/2 weeks from all other extra-curricular activity. The following dates will be used for the 2018-2019 school year to determine eligibility: September 19, 2018, November 21, 2018, February 13, 2019, and May 1, 2019.
 - C. If a student receives an F again in the same subject on a nine-week grading card, the student will be off the team and/or extra-curricular activity for a full nine weeks.
 - D. If a student receives two or more F’s in the same grading period, the student will be off the team and/or not permitted to participate in any extra-curricular activities for nine weeks.
 - E. A grade of F in the fourth grading period causes a student to be on academic probation at the beginning of the next school year. The student may practice and compete in the sport/activity until the progress report is generated in the fourth week of the next grading period. If the grade is still an F when the progress report is generated in the fourth week of the next grading period, the student may not participate for the remainder of the season. The following dates will be used to determine eligibility: September 19, 2018, November 21, 2018, February 13, 2019, and May 1, 2019.
2. For Allied Arts classes that meet based on a seven (7) week grading period, the student will be unable to compete in games and/or participate in extra-curricular activities for a period of one (1) week. The student will be allowed to participate in athletic practices only. The student cannot travel to games, wear a team uniform, sit with the team during a game, and/or participate in meetings, practices, or performances in any other extra-curricular activity.

Citizenship requirements:

Any student participating in extra-curricular activities at Thomas Jefferson Middle School is expected to display good citizenship.

If, in the professional judgment of the principal/assistant principal/athletic director, a student’s citizenship is unsatisfactory, that student may be denied participation in extra-curricular activities.

Physical requirements:

1. No student will be allowed to participate in any athletic practice or event until a signed physical form has been filed in school office.
2. Physicals must be taken after May 1 to be eligible for use during the following year.
3. A slip signed by both the student/athlete and the parent acknowledging agreement with these rules must be on file with the Athletic Director before that student/athlete may begin practicing or playing on any middle school athletic team.
4. Students who miss any part of a school day because of illness may not participate in after school contests, practices, or performances that same day.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society was organized at Thomas Jefferson Middle School in 1974. Membership is both an honor and a responsibility. Any student who has been at TJMS for, more than one semester and has a minimum of a 3.5 grade average in academic subjects at the end of first semester during the seventh or eighth grade year is eligible to apply for membership. If a student decides to apply for membership, the entire staff will evaluate the student based on service, leadership, character, and citizenship. Other considerations are performance in Allied Arts classes and participation in extra-curricular activities.

SPECIAL REWARD / INCENTIVE POINTS

Thomas Jefferson attempts to recognize student participation above and beyond normal classroom activities with a special reward for those students who exhibit exemplary levels of participation and achievement. It is part of the philosophy at Thomas Jefferson that students grow and learn by the efforts they put forth beyond the regular classroom, and the special reward is an incentive to participate in numerous activities. The reward is established as a goal for all students to strive to accomplish. Opportunities to earn points towards this special reward are listed below.

1. Member of athletic or academic teams and completes the season.
2. Member in good standing of Student Council, Drama Club, Yearbook, Games Club, Polar Bear Club, Builders Club, National Junior Honor Society, Other Clubs.
3. Honor Roll
4. Super Citizen
5. Perfect Attendance (each 9 – weeks as well as the entire school year)
6. Voluntary participation beyond the regular classroom such as solo contest, Circle the State, all state, etc. for members of the band, choir, and orchestra.
7. Participation in intramural activities and completion of the season.

STUDENT COUNCIL

The Thomas Jefferson Student Council is the elected student government for Thomas Jefferson Middle School. Representatives are elected by homerooms to serve on the Student Council. The Student Council participates in activities that benefit local, state, and national organizations, as well as planning activities for Thomas Jefferson Middle School students.

SUPER CITIZENS

Super Citizen recognition will occur three times per school year and is open to all students. No student is recognized more than once per year, but some students repeat this honor in successive grades. Below is the Super Citizen criterion:

- A. Citizenship and Service
 1. Follows school rules and regulations.
 2. Has a willingness to serve the school and community.
- B. Academic Standing (Scholarship)
 1. Works up to potential (Not necessarily the top of the class.)
 2. Meets all class expectations and finishes assignments.
- C. Extra-Curricular Participation
 1. Is involved in the school's activities and does quality work.
 2. Encourages others to be involved.
- D. Leadership
 1. Promotes the school and its many functions.
 2. Is always dependable.
 3. Shows initiative without prodding from others.
- E. Character
 1. Is honest and reliable.
 2. Cooperates with teachers and students.
 3. Upholds the principles of morality and ethics.

WORK PERMITS

Work permits are issued from VHS and are necessary for any student between 14 – 17 years of age who has a part-time job other than babysitting, yard work, newspaper carrier, or corn detassling. Work permits are issued from the Valparaiso High School office.

YEARBOOK

Thomas Jefferson Middle School publishes the *T.J. Journal* (yearbook). Staff membership is open to all 6 – 8 students. All interested staff members are screened through an application process. Time beyond the regular school day is expected with these activities.

III. POLICIES APPEARANCE

While fashion changes, the reason for being in school does not. As students mature and become adults, they will be required to meet certain dress standards for many occupational obligations and social functions. Student/staff health and safety, common decency, student schoolwork, and school and classroom order are all affected. This basic dress code does not infringe on students' rights of freedom of expression, but rather encourages students to "dress for success" and come to school properly prepared to participate in the professional, educational process. Students are expected to observe ordinary standards of good grooming, with attire appropriate to a comfortable, yet professional and working school atmosphere.

In keeping with the above philosophy, and in order to reduce misunderstanding, the guidelines listed below have been approved by the VCS School Board.

1. The maintenance of common decency and classroom order requires adequate coverage of the person. Any clothing which reveals undergarments or the lack of undergarments will be considered inappropriate.
2. Cleanliness of person and apparel is required.
3. Pungent sprays, patchouli oils, and strong perfumes and like substances are not to be used or worn to school. These odors are disruptive to the educational process and harmful to the health of others.
4. Students will not be permitted to wear clothing which contains profanity or other suggestive inscriptions, advertises or promotes the use of death, suicide, destruction, gangs, cults, alcohol, drugs, or other substances which, if used by a minor, would be illegal. Additionally, clothing will not be permitted which advertises, promotes, or via innuendo or double meaning, suggests inappropriate ideas or behavior not conducive to a positive school climate or is disruptive to the educational functioning of the school.
5. Students will not be permitted to wear garments such as halter tops, those which reveal bare midriffs or backs, strapless tops, see-through tops, those which contain spaghetti straps, and garments with plunging or revealing necklines. Shirts and tops must be long enough to tuck in.
6. Pants must be worn on the waist without undergarments exposed. Skirts and shorts must have an inseam of four inches or greater. Any holes in pants must be below that four-inch guideline as well.
7. The maintenance of health and safety includes the wearing of shoes, sandals, or boots, and such additional items that may be required in special classes such as industrial technology, laboratories and physical education.
8. Unauthorized costumes will not be permitted.
9. Slippers and pajamas or other nightwear will not be permitted.
10. Attire that may cause property damage or personal injury is not to be worn (i.e., chains, shoes that may leave black marks or scuffs on the floor, etc.).
11. Upon entering the building during the school day all students are to remove sunglasses, caps, hats and other head coverings.
12. A jacket or coat, which is normally worn outdoors, is to be placed in a locker during the school day. In addition, backpacks are to be stored in a locker during the school day.

The administration reserves the right to use its discretion in determining the type of clothing appropriate for the school setting. Wearing inappropriate apparel will result in the student's removal from class until the problem is corrected and/or may result in possible further disciplinary action.

ATTENDANCE

The State of Indiana requires all school age children to attend school every day it is in session including weather related make-up days. Two types of absences are recognized as excused:

1. **Legal:** State laws allow a student to be absent from school only because of personal illness or death in the immediate family.
2. **School Accepted:** Thomas Jefferson Middle School recognizes absences for family vacations and other reasons when arrangements have been made in advance. These absences will be considered excused when arrangements are made a minimum of three (3) days in advance. Students will be asked to bring a note to the school office and notify teachers at least three (3) days prior to the family vacation by carrying a form to each teacher for his/her signature. Other school accepted absences might include family illness or emergencies.

Teachers may provide homework in advance when definite advance class plans have been made, but teachers are not required to give a student homework before a vacation. Students who receive homework in advance must turn in the completed work prior to leaving for vacation or on the first day returning to school. Students will be expected to make up other work in the time allotted by the teacher upon return.

All other absences will be considered unexcused. There are two classifications of unexcused absences:

1. **Unacceptable:** Any absence not legal or reasonable and that could have been avoided. Such absences are characterized by careless planning, lack of effort, suspension, or indifference. Missing the bus through one's own fault is considered unacceptable.
2. **Truancy:** A deliberate or unjustified absence from school.

In the case of unacceptable absences, truancy or suspension the student is allowed to make up the work, and the responsibility for making up the work belongs with the student. Participation may be a factor in grade determination in each class.

In absences that are legal or school accepted, the student is expected to make up work in the time allotted which is equal to the number of days missed.

Awards: Thomas Jefferson presents attendance awards each year as follows:

1. Perfect Attendance – no absences for the school year.
2. Habitual tardiness affects perfect attendance.

Habitual Truant: A student is habitually truant if he/she has been truant from school enough times that the truancy has handicapped that student's ability to receive an education that is appropriate for his/her grade level. Habitually truant students shall have their names submitted to the Bureau of Motor Vehicles and may not be issued an operator's license or a learner's permit until they are 18 years of age, or until the school that they attend determines that they are again eligible for a license or permit due to improved attendance.

It should also be noted that operators' licenses and learners' permits may not be issued to persons under 18 years of age who have more than one suspension from school during the same school year or who are expelled from school during the school year for misconduct.

Senate Enrolled Act (SEA) 338 defines "chronic absenteeism" as a student who is absent 10% or more of the school year for any reason. Furthermore, SEA 338 defines a "habitual truant" as a student who is absent for 10+ days without excuse or absent under parental request filed by the school. As a result of SEA 338, TJMS is required to continuously monitor student attendance, reduce absenteeism and truancy, and report students who are chronically absent or habitually truant to the State, which includes a referral to **Project Attend**.

Physical Education Participation/Attendance

1. Students will dress and participate every day even if participation is limited due to a minor medical problem (ex. cold, flu, sore throat, asthma, etc., students will still dress and participate to the best of their ability). A parent's note for limited activity will be accepted for one or two days only. The note must be dated and signed.
2. Any student who needs to be excused for more than two days should be under a doctor's care and will need a note, stating the medical problem, signed by the doctor.
3. Any student missing 50% of PE class will receive a no report.

Regular attendance is essential for student success in school. A student who is not regular in attendance loses valuable educational opportunities, tends to feel left out, loses interest and often drops out of school. Business and industry require attendance and dependability, and the school regards the training in these habits as a shared responsibility. It is the purpose of these procedures to stimulate both student and parents to assume the responsibility of maintaining good school attendance. In order for a student absence to be excused, the parent or guardian must do one of the following: 1. Send a signed written statement at the time the student returns to school indicating the nature of the absence, the specific day(s) and/or time(s) of the absence, or 2. Telephone the school during the time of absence stating the nature of the absence. If a written statement or telephone call is not received as outlined above, the student may be considered unexcused.

In case of appointments, parents should make every effort to schedule medical appointments so the student will not miss school. If this is impossible and a student must be absent for a short period of time, he/she is to bring a note from the parent or guardian to the office in the morning before school begins. A pass will be issued to excuse the student from class at the proper time. If appointments must be made during school, parents are encouraged to make these appointments at 8:00 a.m. or after 2:00 p.m.

Tardy to school policy:

Punctuality is an important value for everyone. Tardiness to school will be handled as a rule infraction and will be dealt with accordingly. Students must be in the classroom by 7:50.

1st offense= verbal warning

2nd offense=verbal warning plus parent contact

3rd offense=Wednesday detention (3-3:40 p.m.)

4th offense= Friday School (3 p.m.-5:30 p.m.)

5th offense= Friday School (3 p.m.-5:30 p.m.)

6th offense=referral to school administrator, discipline may include in-school suspension

This policy will be applied on a semester basis and thus, students reset to zero at the beginning of the second semester.

Habitual tardiness (including tardiness to school in the morning) will result in referral as a disciplinary matter to the assistant principal. In many cases the time will be made up. Excessive tardiness and excessive absences will be reported to the Porter County Probation Department's Project Attend.

VALPARAISO COMMUNITY SCHOOLS' BEHAVIOR POLICY

In order to function properly, public school education must provide an equal learning opportunity for all students. In addition to the regular curriculum, principles and practices of good citizenship (including an appreciation for the rights of others) must be taught and demonstrated. However, no school or school system can discharge these responsibilities if it permits students to act in an objectionable manner or to disregard rules and regulations adopted for the benefit of all.

The foundation of public school education is based upon the concept of self-discipline which allows individuals to exist in a world of change and with the rights afforded them by our federal and state constitutions. Standards of conduct are necessary to assure that students seeking to express their own individual rights do not, at the same time, infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and community.

Much of the responsibility for rule making, enforcing disciplinary procedures, and other authority as reasonably necessary to carry out the school purposes of the school corporation is delegated by the Board of Education to responsible officials within the Valparaiso Community Schools. The purpose of discipline controls is to help create an atmosphere that promotes the best possible learning environment for all those involved in the education process. In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents and guardians to the students of the school corporation. Therefore, school corporation personnel have the right to take disciplinary action necessary to promote student conduct that conforms to an orderly and effective education system.

An environment that permits the teaching-learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort, individually, collectively, and cooperatively with appropriate available community resources to help each student gain acceptable self-discipline standards.

However, in the absence of self-discipline, the superintendent, principal, and administrative personnel, or any teacher of the school corporation is authorized to take certain actions reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference with the education process.

Some behavior is much more serious than other behavior and requires different approaches and clearly defined actions. Verbal warnings, detention, Saturday classes (not an elementary option), reprimand, probation, referral to special personnel in the schools (counselor, assistant principal, principal), parent conferences, restitution, suspension, and expulsion are examples of devices available to school personnel in dealing with pupils who are involved in school discipline problems. Any or all the techniques may be used.

Certain acts of misconduct will subject the student to suspension or expulsion from school.

Suspension: Subject to the procedural provisions of the applicable Indiana State Statutes, a student may be suspended by a building principal for a period of not more than ten (10) school days for any conduct constituting grounds for expulsion. A hearing examiner may continue the suspension until the date of an expulsion or until the date the hearing examiner makes a report of his or her findings and recommendations of the action to be taken to the superintendent.

Expulsion: Valparaiso Community Schools recognizes that removal from the educational programs at the school by expulsion is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process since removal deprives a child of the right to an education. In accordance with the due process procedures defined in this policy and by **Indiana Code 20-33.8**, with the exception of a violation of rule 17 listed under the grounds for Suspension or Expulsion in this policy, a student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. Whenever a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year. At the discretion of the administration, an Expulsion Waiver Agreement may be offered to the student when deemed appropriate.

Grounds for suspension or expulsion: a student may be suspended or expelled for engaging in unlawful activity on or off school ground if the unlawful activity may be reasonably considered as an interference in school purposes or an educational function, or the students' removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

The grounds for suspension or expulsion apply when a student is:

1. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event; or
3. Traveling to or from school or a school activity, function, or event, including school buses.

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following includes examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, harassment (verbal or physical which includes but is not limited to sexual, racial, and ethnic) or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct, which may result in expulsion:
 - a) Occupying any school building, school ground, or part thereof with intent to deprive others of its use.
 - b) Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c) Setting fire to or damaging any school building or property.
 - d) Falsely activating the fire alarm system; setting off fire crackers or similar items.
 - e) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
 - f) Continually and intentionally making noise or acting in any manner so as to interfere seriously with the ability of a teacher or any other school personnel to conduct the educational function under their supervision.

However, none of the foregoing restrictions are to be construed as to make any particular student's conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other rights under the Constitution of Indiana or the United States.

2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property or being in possession of stolen school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property or being in possession of stolen private property.
4. Causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Possessing, handling, or transmitting a knife or any other object that looks like or can be reasonably considered a weapon or other dangerous device, including but not limited to chains, stars, numb chucks, metal knuckles, spiked bands, laser light pens, etc.
7. Possessing or attempting to possess, using or attempting to use, selling or attempting to sell illicit drugs, drug related paraphernalia, substances represented to be illicit drugs, prescription drugs, alcohol, stimulant, inhalant, intoxicant of any kind, or/and any product that produces an altered mental or physical state when used.
8. Providing or bartering for illicit drugs, drug related paraphernalia, substances represented to be illicit drugs, prescription drugs, alcohol, stimulant, inhalant, intoxicant of any kind, or/and any product that produces an altered mental or physical state when used.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary to carry out school purposes or educational functions and are validly adopted in accordance with Indiana law.
12. Failing to comply with the smoking/tobacco restrictions for school buildings.
13. Being absent; truant from school or class without the knowledge or consent of the parent or school, or absent from school when there is an attempt to evade the School Attendance law.
14. Engaging in any speech, drawings or conduct that is lewd, vulgar, indecent, or offensive to the purposes of the Valparaiso Community Schools; including, but not limited to speech, drawings, social or digital media or conduct that relates to cults, street gangs, skinheads, etc., that are disruptive to the educational atmosphere or that relates to acts of serious disrespect to school employees.
15. Failing to notify school officials or to secure administrative authorization to attend Valparaiso Community Schools as a tuition student if a student's legal settlement or residency is not within the attendance boundaries of the Valparaiso Community Schools or failing to pay tuition.
16. Aiding, assisting, or conspiring with another person to violate student conduct rules or state or federal law.
17. Possession of a firearm or other deadly weapons.
 - a) No student shall possess, handle or transmit any firearm on school property.
 - b) The following devices are considered to be firearms or other deadly weapons:
 - Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
 - The frame or receiver of any weapon described above;
 - Any firearm muffler or silencer;
 - Any destructive device which is an explosive, incendiary, or poison, gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any similar device;
 - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;
 - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
 - An antique firearm;
 - A rifle or a shotgun which the owner intends to use solely for sporting, recreations, or cultural purposes;
 - A weapon, device, laser or electronic stun weapon, equipment, chemical substances, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury; or
 - An animal that is readily capable of causing serious bodily injury.
 - c) The penalty for possession of a firearm: ten (10) day's suspension and expulsion from school for one calendar year.
 - d) The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
18. Gang prevention.

The presence of gangs and gang activities can cause a substantial disruption to school and school activities. A "gang" is defined as any group of students who are perceived as a distinct group (not an approved school organization), which prompts a disruptive response in the school community.

The following rules act to prevent disruption and to prohibit gang activities by restricting those actions which foster such activities or which, because they may be performed in relation to gang activities, endanger even those students who do not intend to show gang membership or affiliation.

No student on school property or at any school activity:

- a) Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, drawing, graffiti, or other items which may be viewed by school officials as evidence of membership in or affiliation with a gang.
 - b) Shall commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, drawing, graffiti, other written communications, etc.) showing membership or affiliation in a gang.
 - c) Shall use any speech or commit any act or omission in promoting the interests of any gang or gang activity, including but not limited to:
 - 1) Soliciting others for membership in any gangs;
 - 2) Intimidating or threatening any persons;
 - 3) Violating any other rules as stated in the student handbook;
19. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
20. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
21. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.

22. Bullying, Harassment and Threats

It is a violation of school rules, and Indiana law, for any student or staff member to harass, intimidate, or bully another student or staff member.

“Bullying” means overt, repeated acts or gestures, including:

- (1) Verbal or written communications transmitted;
- (2) Physical acts committed; or
- (3) Any other behaviors committed with the intent to harass, ridicule, humiliate, intimidate, or harm the other person.

If a student is the victim of any unwanted sexual conduct or communications or of derogatory communications or conduct concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the office. All reports shall be kept confidential and shall be investigated as soon as possible.

All threats of any nature will be taken seriously and dealt with accordingly. Threats of disrupting the educational process; administering bodily harm; damaging property; or committing acts of violence will all be dealt with severely. School board policies and administrative guidelines are in place stating that a student threatening others or a student threatening suicide may be required to be evaluated before being allowed to return to school. “I was only kidding”, is not a justifiable defense or excuse.

23. Other behaviors considered to be inappropriate:

- a) gum chewing
- b) wearing a hat or scarf inside the building
- c) giving your locker combination to another student
- d) running in the hallways
- e) not covering your textbooks when asked
- f) bringing unnecessary personal items to school (e.g. electronic games, laser light pens, listening devices, toys, perfume, glass bottles, etc.) Backpacks, purses, and non-school items must be left in student lockers.
- g) wearing or using “soaps”, “RBs” or similar shoes, and in-line skates or skateboards on school grounds
- h) “Horseplay” anywhere on school grounds, walking to and from school, or on the bus
- i) throwing food, snow, or other objects
- j) littering anywhere in the building or on school grounds
- k) spitting
- l) making excessive noise
- m) tampering with vehicles, to include bicycles
- n) tampering with another student’s locker
- o) possessing matches and lighters
- p) false informing / accusing
- q) instigating a disruption
- r) writing on oneself, others, or clothing, or letting someone else write on you or your clothing.

BULLYING, HARASSMENT, THREATS

VCS schools are committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. VCS schools encourage the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, social/relational, and psychological abuse, electronic or written, as provided herein VCS will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation and/or create an objectively hostile learning environment. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. In accordance with Indiana state law, bullying prevention rules may also be applied regardless of the physical location in which the bullying behavior occurred as long as the actions take place between students of the same school district.

Bullying as defined in state law means overt, repeated acts or gestures, including verbal, written or digital/electronic communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or substantially harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, derogatory name-calling, taunting, making threats, and hazing.

If a student is the target of bullying or any unwanted sexual, gender, religious, racial, ethnic, or physical disability-related conduct or derogatory communications, the student should report such behavior to the office. All reports shall be kept confidential and shall be investigated in a timely manner. All threats of any nature will be taken seriously and dealt with accordingly. Threats of disrupting the educational process, administering bodily harm, damaging property, or committing acts of violence will all be dealt with severely. School board policies and administrative guidelines are in place stating that a student threatening others or threatening suicide may be required to be professionally evaluated before being allowed to return to school. "I was only kidding" is not a justifiable defense or excuse.

ELECTRONIC DEVICES

Students are discouraged from bringing non-school issued electronic devices such as cell phones, smart watches, camera phones, radios, gaming devices, MP3 players, iPods, digital cameras, video cameras, etc. to school. The school will **NOT** be responsible for these lost or stolen items. Students must leave these items in their lockers and **NOT** carry them on their person. If these devices are used or visible during school hours or disrupt the educational process the student may face disciplinary consequences. Violation of this policy can result in discipline up to and including suspension or expulsion, and notification of law enforcement authorities. In addition, if a student violates this policy his/her cellular telephone or electronic device may be confiscated. Under such circumstances, the cellular telephone or electronic device will be released / returned to the student's parent / guardian after the student complies with any other disciplinary consequence that is imposed. There is to be no unauthorized videotaping or photography of any part of the building, grounds, students, and staff without the prior written consent of the Valparaiso Community Schools. This section is not intended to prevent parents or other interested parties from videotaping extra-curricular activities

TJMS Electronic Device procedure--

- | | |
|---------------------|---|
| 1st offense- | warning- (Student picks up at the end of the day) |
| 2nd offense- | after school Wednesday detention (parent notified) |
| 3rd offense- | Friday School (Parent picks up phone at this point) |
| 4th offense- | administrative decision |

*Any other violations past the 4th offense will be at the discretion of the administration. This can include suspension.

*If a phone is left on in a locker that is considered a violation.

*Parents pick up device at the 3rd offense

CHEATING / PLAGIARISM

1. Any student that submits work (tests, homework, project, etc.) that is not his/her own receives no credit for that work.
2. The student will receive a letter grade of "F" or numerical grade of zero for the work.
3. The teacher will notify the parent of the dishonesty.
4. Repeated acts of dishonesty will be referred to the assistant principal and counselor.
5. Assisting in the submission of dishonest work will be treated in a similar manner. Examples are: allowing others to use your work before, during, or after class; passing of test information; etc.

HOMEWORK

The role of homework as a link between home and school is a vital one. Homework assignments through a cooperative effort between the parent, child, and teacher, can become a significant extension of the school day. Homework is an opportunity to reinforce and practice new skills; an opportunity to gain background information for upcoming lessons; and an opportunity to complete unfinished class work. It is a daily responsibility that demonstrates the importance of education.

When students are absent from school, it is important that time be allowed for rest and recovery before beginning to make up schoolwork and homework missed. When parents and students do wish to check on a student's homework, it is recommended that parents take the following steps in order to secure the homework.

- 1) Ask a sibling to obtain the homework if two family members from the same family both attend Thomas Jefferson.
- 2) Call a friend / neighbor to obtain homework.
- 3) E-mail teacher(s).
- 4) A homework request must be made **BEFORE** 8:30 a.m.

When students return to school from an absence, they must check to see what work has been missed. Below find some helpful suggestions when a student returns to school.

- 1) Make sure to check with each teacher regarding make-up work.
- 2) Organize the make-up work; talk with each teacher to determine which assignments should be done first, second, etc.
- 3) Use advisory time to seek assistance from teachers.

Students will be allowed make up time equivalent to the number of days absent. However, when students miss school for a field trip or family vacation and secure their homework in advance, the homework is due upon the day of return.

COMPUTERS

Computers are provided for staff and student use.

The purpose is to provide Network (Electronic Mail and Electronic Bulletin Board) Electronic Library Services and Internet access, hereinafter referred to as Network, for educational purposes. As such, this access will (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

Any misuse or tampering with a password access or Network will result in suspension or revocation of computer and/or Network privileges and/or other disciplinary action determined by Valparaiso Community Schools. Misuse shall include using a home computer to interfere with the educational process.

VALPARAISO COMMUNITY SCHOOLS' STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT

Introduction

Valparaiso Community Schools (VCS) provides students and staff with a variety of technology resources. This technology may include, but is not limited to: iPads, Chromebooks, iPods, desktop computers, netbooks, and laptops as well as network and internet resources. All technology must be used in a responsible, ethical, and legal manner. It must also be used in accordance with the policies of Valparaiso Community Schools for the fulfillment of educational objectives. These expectations apply regardless of whether technology is accessed at school or remotely. All VCS-issued devices are the property of Valparaiso Community Schools and by using these devices; students agree to abide by the Acceptable Use Policy that follows. When used on campus or during school-sponsored events, use of personally owned technology resources must also adhere to these guidelines. The policies outlined in this document cover all available technologies now and into the future, not only those specifically listed or currently available.

Technology and Internet Use Policy

All students, parents, and VCS employees are responsible for their actions and activities while using VCS technology and network resources. This policy provides general guidance concerning the use of VCS devices and network resources (hereafter referred to as district technology resources). It provides examples of prohibited uses and does not attempt to describe every possible prohibited activity. Furthermore, all users are expected to use good judgment and to follow the specifics as well as the spirit of this document: be safe, appropriate, careful and respectful, without attempting to get around technological protection measures instituted for the safety of our students and network. All users, regardless of age or affiliation with VCS, should use good common sense and if there are questions or concerns about whether a specific activity is prohibited they should clarify those concerns with a VCS administrator before taking such action.

Acceptable Use

- The district technology resources are provided solely for the educational purposes consistent with the district educational mission, instructional goals, curriculum, online learning, and data management systems.
- Students must comply with all policies, rules, and expectations concerning student conduct and communication when using district technology resources, whether on or off school property.
- Students must comply with all specific instructions from VCS staff and administration when using technology resources.
- Students must comply with individual school rules, policies or guidelines governing use of personal devices. Penalties for non-compliance may include confiscation of personal devices.
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.

Prohibited Use

Unacceptable uses of district technology resources include, but are not limited to, the following:

- **Accessing or communicating inappropriate materials** - Students may not access, submit, post, publish, forward, download, scan, or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal materials or messages.
- **Illegal activities** - Students may not use district technology resources for any illegal activity or in violation of any district policy, procedure, or rules or in violation of any local, state or federal law. VCS assumes no responsibility for illegal activities of students while using district technology resources.
- **Violating copyrights or software licenses** - Students may only copy, download, or share copyrighted materials (including music, film, images, photographs, artwork, software, or video) in accordance with applicable copyright law. Unauthorized use of copyright material is illegal and may subject the user to substantial civil and criminal penalties. VCS assumes no responsibility for illegal activities of users while using district technology resources.
- **Plagiarism** - Students may not represent as their own work any materials obtained on the Internet or by electronic means. Plagiarism is taking the ideas or works of others and presenting them as if they were original to the user.
- **Language** - Students may not post information that could cause damage, harm, or a substantial disruption of the educational environment. Students may not engage in personal attacks, including prejudicial or discriminatory attacks. Students may not harass another person. If students are told by any person to stop such behaviors, they must stop. Students may not knowingly or recklessly post false or defamatory information about a person or organization. District technology resources are an extension of the classroom and all language and behavior used must adhere to established classroom guidelines.
- **Misuse of passwords or unauthorized access** - Students may not share passwords, use another user's passwords, access another user's accounts, or attempt to circumvent network security systems and filters.
- **Malicious use or vandalism** - Students may not engage in any malicious use, disruption, or harm to district technology resources, including, but not limited to hacking activities and the creation or uploading of computer viruses.
- **Avoiding school filters** - Students may neither use nor attempt to use any software, utilities or other means to access content, network or Internet sites blocked by school filters.
- **Unauthorized access to social media** - During the school day, students may not access social media such as blogs or social networking sites except under the direction and supervision of VCS staff.

Compensation for Losses, Costs, and/or Damages

The students and their parents/guardians may be responsible for compensating VCS for any losses, costs or damages incurred through violation of VCS policies, procedures, and rules while the student is using district technology resources. The students and their parents/guardians may be responsible for the loss, theft, damage or neglect of any VCS computer, laptop, or mobile device issued to or used by the student.

Student Security

Students may not post or reveal personal contact information (including full names, address, telephone number, social security number or other personal information) about themselves or other people on the Internet or network while using district technology resources. Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. Students may not agree to meet with someone they have met online without their parent's approval and participation.

System Security

The security of district technology resources is a high priority. Students should immediately notify an administrator, network coordinator or other staff member if they have identified a possible security problem. Students may not demonstrate the problem to other students, access unauthorized material, or attempt to resolve security problems, because this may be construed as an illegal attempt to gain access.

Expectations of Privacy

Students should **not have any expectation of privacy** for any information on district technology resources. Students may be asked at any time to surrender their personal or district device in use while participating in a school-related function. Failure to comply with any request for examination may result in immediate administrative disciplinary action.

Email

VCS may provide users with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies and infrastructure. If users are provided with email accounts, the account(s) should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by district policies or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage will be monitored and archived.

Recording or Taking of Pictures, Audio, or Video

There is to be no unauthorized videotaping or photographing of any part of the building, grounds, students, and staff without the prior written consent of the Valparaiso Community Schools. However, this is not intended to prevent parents or other interested parties from photographing or videotaping extra-curricular activities for their own private interest. VCS assumes no responsibility for media recorded by parents and other interested parties or its use.

Disciplinary Action

Violations of this agreement may result in disciplinary action including, but not limited to, loss or restricted use of any district technology resources or personal devices, further VCS disciplinary measures, or the involvement of law enforcement.

Limits of Liability

- To safeguard technology users from offensive and/or inappropriate material, access to online content via the network is filtered and monitored in accordance with VCS policies and federal regulations, such as the Children's Internet Protection Act (CIPA). However, users should be aware that no filtering system is failsafe and VCS makes no guarantees of their effectiveness.
- VCS makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.

- VCS will not be responsible for damage or harm to persons, data, hardware, or files.
- VCS will not be responsible, financially or otherwise, for unauthorized transactions or postings conducted over the school network.

Required Parental Consent

In consideration for the privileges of my child's using the Valparaiso Community Schools' technology resources and in consideration for having access to the information contained on or by the district technology resources, I hereby release the Valparaiso Community Schools, the Board of Education, the district technology resources, and their operators and administration from any all claims of any nature arising from my child's use, or inability to use the district technology resources.

E-LOCKERS

To Access E-Locker from Home

- From the VCS Website (www.valpo.12.in.us), click the Sign In button in the top right hand corner of the page. You can use either your **ID#** and **E-Locker password** or **student** and **hello** as the sign in information.
- After sign in you must access the Student Tools from under the Student tab. The **Student Tools page** will appear on the left side of the page under Contents.
- Click the Student eLocker Login, from the Student Tools page.
- Click **'Yes'** to accept the security certificate
- Type your ID # for 'Username' and your E-Locker password for 'Password'
- Click on the **'Folder View'** button or Link
- Click the folder named **'Home@VCS'**
- If needed, click on the folder with your ID #

To Download a file to work on at home

- Click **ONCE** on the file you wish to access
- Choose **File>Download for Viewing** from the **Yellowish-Green Menu bar**
- Click the **Save** button and **REMEMBER WHERE YOU SAVE IT ON YOUR COMPUTER**
- Find the location where you saved the file and open it as normal

To Upload a file from home to your E-Locker

- Login to the School's website as explained above in 'Access E-Locker from home' (If you're not still logged in)
- Make sure you know where the file is saved on your home computer
- Choose **File>Upload** from the **Yellowish-Green Menu bar**
- Click **'Browse'**, then select the file you want to put in your E-Locker
- Click **'Open'**
- Click the **'Upload'** button

BE SURE TO LOGOUT OF YOUR E-LOCKER WHEN FINISHED, ESPECIALLY IF YOU ARE USING A PUBLIC TERMINAL (like at a Library). If you do not, ANYONE WHO SITS AT THE MACHINE HAS ACCESS TO YOUR FILES!!

DELIVERIES

Sometimes students forget to bring necessary materials or equipment to school. In such cases, parents are asked to deliver the items to the office when bringing these items to school. Only essential items for class are to be delivered to school for students. Thomas Jefferson will not accept balloons, flowers, or other gift deliveries for students. Please save these gifts for home. They are not appropriate at school; nor are they appropriate for locker decorations.

LOCKERS

Most students will be issued a locker at the beginning of the year. The student is responsible for keeping his/her locker clean and locked at all times. The school will assume no responsibility for lost or stolen items when lockers are left unlocked. Each student will be assigned a hall locker, lock and combination. The lockers are the property of the school. Combinations for lockers will be given only to the student assigned to the locker. Do not give your combination to others under any circumstances.

Locker sharing is not permitted.

Students are encouraged to get the necessary materials from their lockers before school, during lunchtime, and after school to avoid tardiness to class. Students should take books, coats, etc. to the locker rooms for after-school practices. Lockers may not be accessible after practices are over. Posters placed in lockers must be in good taste and put up with magnets only. Tape is not to be used inside the lockers.

All lockers, desks, and other student storage areas (such as closets and cabinets) made available for student use on the premises, including lockers located in the hallways, physical education classrooms, music and art classrooms are the exclusive and sole property of the Valparaiso Community Schools.

These lockers, desks, and other student storage areas are made available for student use in the storing of school supplies and personal items necessary for use in school; but the lockers, desks, and other student storage areas are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes, or an educational function, or for some purpose which is forbidden by Indiana State law, school rules, or school board policy. The student's use of the locker, desk, or other student storage area does not diminish the school corporation's ownership or control of the locker, desk, or other student storage area.

The Valparaiso Community Schools retain the right to inspect the locker, desks, and other student storage areas and their contents to insure that the lockers, desks, or other student storage areas are being used in accordance with their intended purpose; and to eliminate fire or other hazards; maintain sanitary conditions; attempt to locate lost or stolen materials; and to prevent the use of any locker, desk or other storage area to store prohibited or dangerous materials such as weapons, illegal drugs, contraband or alcohol. The inspection of a particular student's locker or storage area will not be conducted unless the building principal or his designees have reasonable cause for a search.

TOBACCO PRODUCTS

Smoking and the possession of cigarettes or other smoking products (lighters, matches, e-cigarette, electronic vaping device, cigar, pipe, snuff, or any other matter or substance that contains tobacco) is prohibited at school and while attending school activities. Violators are subject to suspension and or expulsion.

MOTORIZED VEHICLES / BICYCLES / WALKING TO AND FROM SCHOOL

Middle school students may not drive any type of motorized vehicle to school. Bicycles may be ridden to and from school with parental approval. They must be parked and locked at the bike racks in front of the school. Bicycles are not to be ridden during the school day; therefore, there should be no traffic in the bicycle areas during the school day.

Problems arising from damaging or tampering with another's bicycle will result in loss of bicycle privileges.

Students walking to and from school are expected to maintain good school behavior along the way. Please, cross streets only at the intersection crosswalks.

WELLNESS NUTRITION GUIDELINES

School Wide:

- All food and beverage sold during the school day (12 A.M. to 30min after end of school day) must conform with Federal law 54-2006 and meet USDA nutrient guidelines.
- Campus defined as all areas of property under jurisdiction of the VCS that are assessable to students during the day.
- Sale of foods that compete with VCS reimbursable meal programs is prohibited.
- School sponsored events: open house, family night, athletic events, etc. will offer "smart snack" alternatives.

Student Information:

- No sharing of food or beverages during meal or snack, due to concerns about allergies and other dietary restrictions.
- No outside "fast food meals" or soda will be permitted to be brought into or eaten in the school cafeteria during meal times. Food must be packaged and originated from home,
- Energy boosting drinks are not permitted.

Vending:

- 100% smart snack vending items in machine during campus hours.
- After hour vending machines must contain 50% smart snacks.
- Vending machines must be off during the lunch hour/times.

CAFETERIA AND SCHOOL MEALS

The School Nutrition team serves breakfast (open before school) and lunch daily. A variety of healthy meal choices, snacks and beverages are available. School meals include a variety of fruit, vegetables and whole grain-rich foods; only fat-free or low fat milk; less saturated fat, zero trans-fat and reduced sodium. Menus are available on the school website.

Cafeteria Account

Every student has a cafeteria account and is given a unique PIN. Cafeteria lines move quickly when students key in their PIN and no cash is handled. This is a debit account. Deposits can be made into the student's account by giving a check (payable to VCS School Nutrition) or cash to the cashier during meal service. Parents can conveniently make deposits online through Skyward's Parent Portal. Parents can easily view account balances, purchases and manage spending limits and email alerts through Skyward.

Charge Policy

We understand that life is busy and it may be necessary for elementary students to charge meals. We will never discuss account financial information with elementary children, parents must monitor balances and make deposits when necessary to avoid negative balances.

Middle school students in grades 6-8 are allowed to charge two lunches. Once an account has gone negative below that limit, students will not be able to receive meals without cash payment.

High school students are not allowed to charge any purchases.

We will provide a peanut butter and jelly sandwich with milk (for a limited number of times) so that middle school and high school kids who come to school without money or a lunch from home will not go hungry.

Free and Reduced Price Meals

Free and reduced price family meal applications are available online and in every school office. During registration, parent/guardians will be prompted to complete an application online if they would like to receive meal benefits and textbook rental assistance. Because situations change, parents/guardians may apply at any time during the school year for benefits. A new application must be completed every year to continue receiving benefits.

Free and reduced price meal benefits are for purchasing a complete breakfast and lunch combo meal, not snacks or a la carte beverages or extra milk. Every combo meal includes four (breakfast) or five (lunch) food groups – protein, grains, fruit, vegetable and milk. Students must select servings from at least three groups, one being a fruit or vegetable, to qualify as a complete combo meal. For the most nutrition and best value, students should select servings from all food groups.

Food Allergies

Parents must complete an Allergy Action Plan and Dietary Prescription form with the school nurse before any meal substitutions can be made. Allergen and Nutrition Information is posted online to help make appropriate choices.

CAFETERIA RULES

The school cafeteria is an important part of the total health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. You may bring a lunch prepared at home. Milk will be sold at a minimal cost.

The lunch period is thirty minutes long; all students are required to eat at school. The lunchroom management and your fellow students will appreciate your cooperation in the following:

1. Students are to form orderly single file lines and move quickly through the serving area.
2. Be courteous and respectful to the food service personnel.
3. Be seated while eating your lunch.
4. Eat all food in the cafeteria.
5. Leave the table, chair, and floor in a clean condition for others.
6. Deposit all lunch litter in the designated area.
7. Use washrooms in the immediate area.
8. Cooperate with supervisors.
9. Do not throw any objects or food while in the cafeteria.
10. Classes are in session during the entire lunch period. Therefore, to avoid disturbances, all students will remain in the assigned area throughout their lunch period.

Vending machines at Thomas Jefferson are off limits until 3:00 p.m. Food and/or drinks brought to the cafeteria from an out-of-school restaurant will not be permitted at school. Questions regarding the payment plan and free or reduced lunches will be referred to the cafeteria manager. Students who cannot demonstrate good manners or follow cafeteria guidelines may be subject to alternative lunch arrangements.

BUS TRANSPORTATION

In order to bring about safe and orderly transportation of pupils to and from the Valparaiso Community Schools, the cooperation of all parents in seeing that the regulations below are followed is imperative.

These regulations should be read to the younger children and carefully explained to all pupils, keeping in mind that safety of all pupils depends on how well behaved your child is on the bus.

1. Each pupil shall be seated immediately upon entering the bus.
2. No pupil shall stand or move from seat to seat during the trip.
3. Pupils shall not enter or leave the bus until it has come to a full stop and the driver has opened the door.
4. No windows or doors will be opened or closed except by permission of the driver.
5. School buses are school property and must be respected as such. Therefore, writing on surfaces, mutilation of seats or any attempt to commit vandalism shall be cause for denying the guilty party the privilege of transportation by the school corporation's buses.
6. Pupils should be cautioned not to throw rocks, snowballs, or any other material at the school buses before entering or after leaving the buses.
7. Pupils will not throw items, articles of clothing, or books back and forth in the buses, i.e. do not throw anything.
8. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
9. All regular school rules apply.
10. Students should understand that the driver is required by law to maintain good discipline on the bus, and this can be accomplished by the cooperation of pupils, parents and driver.
11. Students are never to go between parked buses. Vehicles cannot react quickly enough if students emerge from between parked buses.
12. Students who ride with any person other than their parents or on a bus other than their own must first submit a note from their parent and be granted approval through the office. This rule applies to students being dropped off or picked up.
13. An activity bus is available between 3:50 and 4:15 p.m. to transport students home after extra-curricular activities are completed. The buses leave TJMS from the main entrance (door 1). One bus makes a northern loop from the school while the second bus takes students south. Bus drop spots are arranged but students are not dropped at their individual homes. Activity buses do not run on Fridays; nor do they run on school days immediately preceding a vacation.

VALPARAISO COMMUNITY SCHOOLS' SUBSTANCE ABUSE PLAN

I. Mission Statement

The mission of the Valparaiso Community Schools is to create and maintain a safe learning environment to ensure that all students reach a high level of achievement as determined by local, state, national, and international standards. Valparaiso Community Schools will provide the necessary foundation for a safe learning environment through an ongoing system of preventions and interventions.

II. Statement of Purpose from the Board of Education

The Board of Education of the Valparaiso Community Schools recognizes that the use of drugs and alcohol will interfere with a student's ability to reach a high level of achievement and will compromise the safe learning environment that parents and students expect when students attend school. For the purpose of the Valparaiso Community Schools' Substance Abuse Plan and the administration of that plan, drugs will include but not be limited to the following: illicit and prescription drugs, drug related paraphernalia, substances represented to be illicit drugs, stimulants, inhalants, intoxicants, and/or any other product that produces an altered mental or physical state when used. To protect students and the learning environment, the Board prohibits the use, possession, concealment, and/or distribution of any drugs and/or alcohol at any time on school district property or at any school-related event, and students who violate this policy will be subjected to school disciplinary procedures and consequences. The Board further delegates the responsibility to the superintendent or designee (henceforth will be referred to as the superintendent) to develop guidelines that will discourage student drug and/or alcohol usage, and/or will detect student drug and/or alcohol usage at the earliest possible stage.

III. Drug Usage in Valparaiso and Porter County

In 2005, the Community Action Drug Coalition and Porter-Starke Services jointly commissioned Roosevelt University to study drug availability and usage in Porter County. The Roosevelt Study determined that drug problems are no longer confined to the inner city. The close proximity of Porter County to the Chicago metropolitan area has increased the availability and usage of drugs. Particularly alarming was the fact that, per capita, Porter County ranked in the top five (5) in the United States in the use of heroin. This increased availability and usage of drugs, combined with a growing concern that drug usage is a more accepted behavior by students, led the study to conclude that young adult lives will be dramatically affected by drug and alcohol related problems over the next decade.

The Valparaiso Community Schools has seen the number of referrals for drug/alcohol related problems and/or symptoms spiral upward as the Roosevelt Study predicted. The focal point of the Valparaiso Community Schools' Substance Abuse Plan, since its inception in 1988, has been student assistance. Although some aspects of the Plan require punitive measures, identifying students in need of assistance and providing that assistance for them is the primary goal of the Plan. Parents, teachers, and students may refer anyone including themselves to the Student Assistance Team without fear of punishment. The Student Assistance Team has had 45 initial drug referrals during the first semester of the 2006-2007 school year. This number encompassed athletic violations, self-referrals, parent referrals, peer referrals, and other situations under the purview of the Valparaiso Community Schools' Substance Abuse Plan. The Student Assistance Team has also had 194 follow-up meetings with students during the same time period for the purpose of supporting the students' need to abstain from the use of drugs/alcohol.

Enhancing the awareness of the drug and alcohol issues within our community will certainly be one step towards eliminating the devastating effects drugs and alcohol have on the lives of the Valparaiso youth. This plan will outline strategies to prevent students from using drugs and/or alcohol, to detect drug and/or alcohol usage at its earliest stage, and to provide the school district an opportunity to intervene before the young adult progresses to the more highly addictive drugs referenced in the Roosevelt Study.

IV. Prevention

The Board of Education believes the best way to solve drug-related issues in the Valparaiso Community Schools is to develop a strong prevention plan that will discourage the use of alcohol and other drugs. The Valparaiso Community Schools' Substance Abuse Plan focuses on class instruction, counseling, school climate, family and community, and a reasonable suspicion based drug testing procedure.

A. Classroom Instruction

1. All schools will have instructional programs which are designed to assist students in making responsible decisions about the use of alcohol and drugs. Current and accurate information about the effects of drugs on the body is only one component of an instructional prevention program. Other components include instruction and skill development related to self-esteem, setting goals, making responsible decisions, understanding feelings, managing conflicts, solving problems, learning refusal techniques, and improving communication.
2. Training in prevention strategies and new curriculum materials will be available to staff.

B. Counseling

Counseling and student assistance team personnel will assist teachers with the implementation of classroom instruction on alcohol and drug prevention activities. Counselors will work with students, individually and in groups, to supplement prevention instruction and skill development. Counselors will also work with staff and families to maximize the prevention efforts of the school.

C. School Climate

1. Prevention efforts will emphasize effective communication throughout all levels of the educational environment. Communication requires an audience ready to receive information. A receptive audience is dependent upon maintaining a positive and healthy school environment that daily encourages the student's positive self-concept, enthusiasm for learning, outlets for self-development and creativity, responsible decision-making, and problem-solving. Recognition of the needs of high-risk students and families is important.
2. The Valparaiso Community Schools is committed to the principles of Team Peace and Lead program as a means to promote civility and a positive climate in all schools and the community.

D. Family and Community

The Valparaiso Community Schools' program for prevention of alcohol and other drug use will include a plan to involve families and community resources to increase awareness and knowledge of services available to them. Students, families, and community members should be actively involved in community and school partnerships.

E. Drug Testing Procedures Related to Reasonable Suspicion

The purpose of this program is to enhance the health and safety of all students and to deter the use of drugs and alcohol by the Valparaiso Community Schools' students.

The administration shall have the authority to require any student to submit to a chemical test if the administration has reasonable suspicion to believe the student is using or under the influence of alcohol and/or drugs.

Reasonable suspicion may arise from but is not limited to the following:

1. A student's physical appearance, odor, and/or behavior indicate the use of drugs and/or alcohol.
 - a. unusual drowsiness and/or sleepiness;
 - b. alcohol or chemical odors on clothes or breath;
 - c. slurred, incoherent speech;
 - d. difficulty in comprehending conversation and/or being confused;
 - e. change in speech or difficulty in expressing him/herself;
 - f. disorientation and/or difficulty in concentrating;
 - g. use of eye drops or sunglasses to hide redness of eyes;
 - h. frequent nosebleeds and/or constant redness of nasal membranes;
 - i. unusual swings in emotion or inappropriate behavior for the situation;
 - j. hyperactivity or euphoria;
 - k. unusually aggressive behavior;
 - l. lack of manual dexterity;
 - m. lack of coordination;
 - n. inability to stand relatively motionless, without leaning;
 - o. unexplained excessive absenteeism or tardiness;
 - p. unusual accident or injury; and
 - q. unusually rapid and marked increase in weight and/or strength.

2. Possession of drugs and/or alcohol.

3. Credible information communicated to an administrator by a teacher, parent or other adult, or student indicating that a student is using, possessing, or under the influence of drugs and/or alcohol.

4. Violation of the Closed Campus Policy.

If the school administration determines that a student has violated any or all of parts of Section IV, Subsection E, Numbers 1-4 of this document, the parent or guardian (henceforth will be referred to as parent) of the student under suspicion will be contacted and asked to immediately attend a meeting with the principal and/or his/her designee (henceforth will be referred to as the principal). The parent will be informed of the evidence related to the facts connected to the reasonable suspicion and will be given an opportunity to respond to the facts and evidence presented. The principal will ask the parent to sign a release form to allow school personnel and/or a service provider to administer a breathalyzer test, an oral mouth swab test, and/or a urine test. A refusal of the parent to sign the release form will be viewed the same as a positive drug and/or alcohol result. The cost of the test(s) will be borne by the Valparaiso Community Schools. The principal will notify the parents of the test results within a reasonable time frame.

If a student tests positive, disciplinary action will be taken as outlined in the student handbook. A student's refusal to submit to the test is considered a "positive" result and will require appropriate disciplinary action.

V. Voluntary Referrals

If a student or the student's parent voluntarily refers the student to a school official (substance abuse coordinator, guidance counselor, the student's coach, extracurricular sponsor, teacher, director of athletics, or administrator) for a substance abuse problem and the self-referral or parent referral occurs prior to any legal involvement and/or any school-initiated investigation, the student behavior penalty, the extracurricular penalty, and the athletic penalty will be waived during the time the student is enrolled and participating in the student substance abuse plan agreed to with the substance abuse coordinator and approved by the principal.

A voluntary self-referral by a student and/or a voluntary referral made by a parent seeking assistance for substance abuse problems concerning their child will be confidential. Anonymity will be maintained, except for those professionals who will be working with students in the Valparaiso Community Schools' Substance Abuse Plan who will be informed on a need to know basis. In the case of a voluntary self-referral by a student, the parent of the student must be notified.

A student who participates in the plan will be required to submit to unannounced drug testing, as outlined in Section IV, Subsection E of this document, to determine if the student has stopped abusing substances. Drug tests shall be arranged by the substance abuse coordinator who is also charged with monitoring the results of the tests and reporting the results to the principal. Should a drug test show positive for substance abuse, the student and the parent would be required to meet with the substance abuse coordinator and the principal to

discuss methods to more effectively meet the student's needs. The student and parent would be encouraged to participate in a more restrictive substance abuse plan recommended by the substance abuse coordinator and approved by the principal. Failure by the student or parent to actively participate in the modified plan would result in the termination of services offered by the substance abuse coordinator. The parent would be encouraged to seek additional professional assistance outside the school environment and the school would provide no further assistance through the Valparaiso Community Schools' Substance Abuse Plan.

A student who violates or attempts to violate school rules, district policies, and/or guidelines with respect to substance abuse, during the student's participation in or at any time after the termination of a student substance abuse plan, will be considered in violation of the Valparaiso Community Schools' Substance Abuse Plan and will face the applicable consequences.

VI. Violations of the Substance Abuse Plan

A. Policy Statement

Students who possess or attempt to possess, use or attempt to use, sell or attempt to sell drugs, as defined in this plan, or alcohol to other students while on school grounds immediately before, during, and immediately after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or while traveling to or from school or a school activity, function, or event, including while being transported on school buses or in private vehicles, shall be subject to school disciplinary procedures and consequences.

The Board of Education has mandated that students who possess or who are under the influence of or in possession of alcohol and/or drugs shall meet with the substance abuse coordinator. The substance abuse coordinator will provide assistance to the student and/or the family by conducting an assessment, offering recommendations to the family for professional counseling or treatment, and assisting in developing a substance abuse program which must be agreed to by the student, parent, the substance coordinator, and approved by the principal. The substance abuse coordinator will not handle related discipline. Consequences, if any are assigned, will be assigned by the appropriate administrator in accordance with applicable state and federal statutes and established guidelines.

B. Violations

1. First Violation

Students who possess or attempt to possess, use or attempt to use alcohol and/or drugs, as defined in this plan, while on school grounds immediately before, during, and immediately after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or while traveling to or from school or a school activity, function, or event, including while being transported on school buses or in private vehicles the first time, shall be subject to the following disciplinary procedures and consequences outlined below.

The principal shall recommend to the superintendent that the student be expelled from school for a period of time as recommended by the principal and in compliance with applicable state and federal statutes and school policies, guidelines, and rules. The principal may recommend that the expulsion be deferred and a Probationary Continued Education Agreement be implemented if the student admits the truth of the allegations and the student and parent agree that the student shall not return to school until the student meets with the substance abuse coordinator for a preliminary assessment of chemical use and is in compliance with the recommendations made by the substance abuse coordinator and with the approval of the principal. If the student violates any of the terms of the Probationary Continued Education Agreement, the principal shall invoke the previously deferred expulsion.

2. Second Violation

If a student commits a second offense of the Valparaiso Community Schools' Substance Abuse Plan of any type, at any time while enrolled in grades six (6) through twelve (12), including submitting a drug test which shows no decrease in the levels of illegal substance (except when the previous test showed no drug usage), while enrolled as a student in the Valparaiso Community Schools while on school grounds immediately before, during, and immediately after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or while traveling to or from school or a school activity, function, or event, including while being transported on school busses or in private vehicles, the principal shall invoke the previously deferred expulsion if applicable or shall recommend to the superintendent an expulsion without an option for a waiver.

3. Providing, Selling or Bartering Offenses

If a student attempts to sell, provide or barter for alcohol and/or drugs to other students while on school grounds immediately before, during, and immediately after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or while traveling to or from school or a school activity, function, or event, including while being transported on school buses or in private vehicles, the principal shall recommend to the superintendent that the student be expelled from school. A waiver of the expulsion may not be offered to persons charged under this section of the guideline. The principal shall consult with the superintendent to determine if this section is applicable to a violation of the Valparaiso Community Schools' Substance Abuse Plan.

VII. Violations of the Valparaiso Community Schools' Substance Abuse Plan - Middle School Extracurricular Participation

A. Enforcement Procedures

Students participating in any middle school extracurricular activity (athletics, clubs, etc.) must abide by the following rules. These rules are in effect during the entire calendar year.

1. Every student shall follow specific rules developed by the individual sponsor/coach. These rules are to be approved by the principal or his/her designee. Rules regarding curfew hours, practices, performances, attendance, and meetings are just a few of the areas that students must make themselves aware to be a participant in an extracurricular activity. Penalties for violating the rules will be determined by the sponsor/coach with approval of the athletic director and/or principal.
2. In addition to the rules mentioned above, all school rules apply.
3. Infractions of the Valparaiso Community Schools' Substance Abuse Plan will be handled as outlined in subsection B.

B. Violations

1. First Violation

The first violation of the Valparaiso Community Schools' Substance Abuse Plan by a middle school student will result in an eighteen (18) calendar week suspension excluding the period between the last day of school in the spring and the first day of school in the fall (i.e., summer vacation). The suspension begins at the time the incident is confirmed by school officials if the infraction occurs during the school year or on the first day of school if the infraction occurs during the summer months. The student may not practice or participate in any extracurricular activity in any capacity during the 18-week suspension.

At the end of the first eight (8) weeks of the suspension, the athlete and his/her parents may appeal to a Board consisting of an administrator, athletic director, and two teachers appointed by the principal. The appeal may ask the Board to recommend that the penalty assessed the student be modified. The Board shall be empowered to recommend that the penalty be reduced, maintained, or modified. Under no circumstances can the Board recommend increasing the length of the penalty. The Board also has the power to establish probationary periods for students who have been suspended. The probationary periods established may not extend beyond the length of the original suspension. All recommendations by the Board are subject to the approval of the principal. The principal's decision shall be final.

2. Second Violation

A second violation will result in a one (1) calendar year suspension. The suspension begins at the time the incident is confirmed by school officials.

These rules are in effect from the first day of school for a sixth grade student until the last day of school for an eighth grade student (throughout the middle school years). The term "school officials" shall include middle school coaches, teachers, counselors, athletic directors, assistant principals, and principals.

DRUG PREVENTION MEMORANDUM TO PARENTS

In accordance with Federal Law, the School Board prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State Law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s(he) receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

EQUAL EDUCATION OPPORTUNITY

The Board of Education of the Valparaiso Community Schools declares it to be the policy of the Valparaiso Community Schools to provide an equal opportunity for all students to learn through the curriculum offered in the Valparaiso Community Schools regardless of race, color, creed, disability, religion, sex, ancestry, national origin, place of residence within the boundaries of the school district, or social or economic background (Policy 2260).

A formal complaint may be in writing to the School Corporation's Compliance Officer listed below:

Assistant Superintendent of Human Resources
(219) 531-3000

The complaint will be investigated and a response, in writing, will be given to the concerned person within ten (10) school days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION, AND PLACEMENT

In compliance with the procedural requirements of Section 504 of the Rehabilitation Act of 1973, the Valparaiso Community Schools shall utilize the following notice of parent/student rights identification, evaluation, and placement.

The following description of the rights granted by federal law to students with disabilities. The intent of this section is to keep you parent(s)/guardian(s) fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in and receive benefits from a public education program without discrimination because of his/her disabling condition;
2. Have the Valparaiso Community Schools advise you of your rights under federal law;

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education record within 45 days of the day the School Corporation receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the principal to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the principal decides not to amend the record as requested by the parent or eligible student, the principal 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 to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by Valparaiso Community Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, Valparaiso Community Schools discloses educational records without consent to officials of another school corporation in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Valparaiso Community Schools to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

*Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW. Washington, D.C. 20202-4605*

3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate education in academics, non-academics, and extracurricular activities. This includes the right to be educated with non-disabled students to the maximum extent appropriate. The provision of an appropriate education is the provision of regular or special education and related aids and services that are designed to meet the individual needs of handicapped persons as adequately as the needs of non-handicapped persons are met and are based upon adherence to procedures that satisfy the requirements of and implementation of an individualized education program developed in accordance with the Education of the Handicapped Act;
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students;
6. Have your child receive special education and related services that s(he) is found to be eligible for under the Education of the Handicapped Act or Section 504 of the Rehabilitation Act;
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you that would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions made regarding your child's identification, evaluation, educational program, and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's record;
13. Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing;
14. Request mediation and/or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and the student may take part in the hearing and be represented by counsel;
15. Ask for payment of reasonable attorney fees if you are successful on your claim; and
16. File a grievance by bringing forward a complaint to the Corporation's Civil Rights Coordinator verbally, in writing or both.
17. All 504 inquiries should be directed to the building principal or his/her designee.
18. All 504 appeals should be made in writing to:
Assistant Superintendent For Secondary Education
Valparaiso Community Schools
3801 Campbell St.
Valparaiso, IN 46385

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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 of 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 parent;
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 parent; 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 from the parents to a student who is 18 years old or an emancipated minor under State law.

INTERAGENCY INFORMATION SHARING AGREEMENT

The Valparaiso Community Schools is a member of a student services interagency agreement that allows for information to be shared with other agencies. These agencies include police, probation, juvenile court, and many other community agencies working with the youth of Porter County.

This sharing was made possible through the court order by the Honorable Judge of the Porter County Circuit Court and signed by the Superintendent of Valparaiso Community Schools.

NON-CUSTODIAL PARENTS

If one (1) parent has been awarded custody of the student by a court order, the parent of custody shall provide to the principal of the school a copy of the custody order and inform the school in writing of any restrictions and/or limitations in the rights of the non-custodial parent.

A non-custodial parent, unless restricted by a court order, will be given access to all student report cards, student records, and disciplinary actions. In the absence of a court order to the contrary, a non-custodial parent will be permitted to participate in school conferences related to the student.

The non-custodial parent may not visit with the student during the school day, nor may the student be released to the non-custodial parent unless written permission is given by order of the court or by the custodial parent.

ELECTRONIC TRANSMISSION

"Sexting" or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function is prohibited. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities. I.C. 35-42-4-4

PEST CONTROL AND USE OF PESTICIDES

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

The District will post a notice on several exterior doors of the building at least two (2) school days prior to the date and time the pesticide application is to occur unless an emergency is declared. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for more information.

In case of emergency pesticide applications, because of immediate threat to the public health, the school shall post written notice in a reasonable time after the application.

LEGAL REFERENCE

I.C. 20-33-8.1 et seq.

I.C. 35-47.5-2-4

I.C. 35-41-1-8

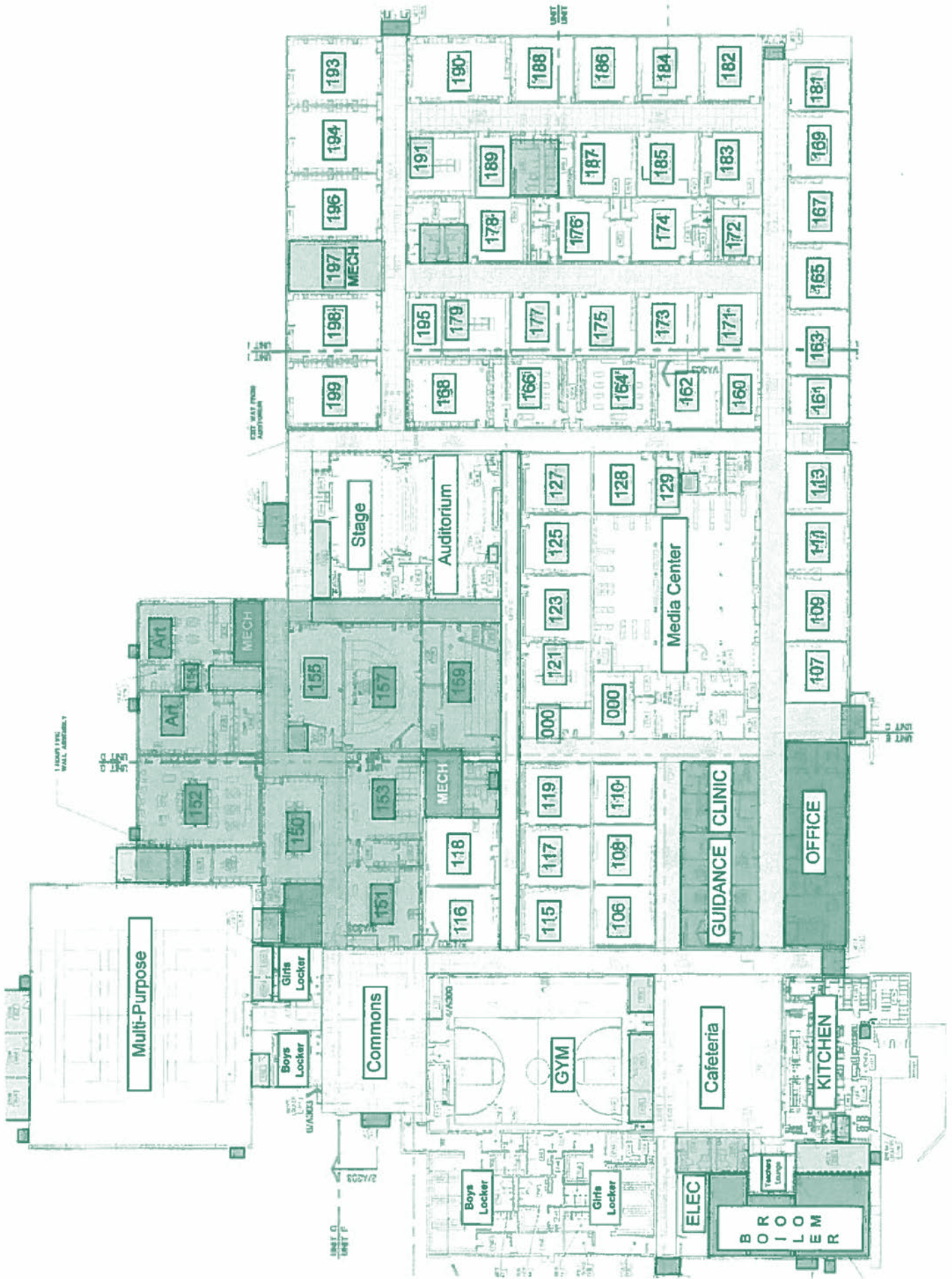
I.C. 35-47-1-5

WHERE DO YOU GO WITH A QUESTION OR CONCERN?

We believe the people closest to the problem have the best and quickest response for your questions. Please refer to the chart below to assist you.

Academics	Transportation	Extracurricular
Step 1	Step 1	Step 1
Questions or concerns regarding instructional practices or course work should be directed to your child's teacher.	General questions about transportation for your child should be directed to the assistant principal	Questions or concerns regarding extracurricular activities should be directed to the coach or sponsor.
<div style="border: 1px solid black; border-radius: 50%; width: 100px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">Teacher</div> <div style="text-align: center;">↓</div>	<div style="border: 1px solid black; border-radius: 50%; width: 100px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">Assistant Principal</div> <div style="text-align: center;">↓</div>	<div style="border: 1px solid black; border-radius: 50%; width: 100px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">Coach or Sponsor</div> <div style="text-align: center;">↓</div>
Step 2	Step 2	Step 2
If more information is needed or you still have questions and/or concerns, a discussion should be scheduled with your child's counselor or building principal.	If more information is needed, or there are concerns about a bus driver, a discussion should be scheduled with the Director of Transportation	If more information is needed, a discussion should be scheduled with the athletic director, assistant principal or building principal
<div style="border: 1px solid black; border-radius: 50%; width: 100px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">Counselor or Building Principal</div> <div style="text-align: center;">↓</div>	<div style="border: 1px solid black; border-radius: 50%; width: 100px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">Director of Transportation</div> <div style="text-align: center;">↓</div>	<div style="border: 1px solid black; border-radius: 50%; width: 100px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">Athletic Director, Building Principal, or Assistant Principal</div> <div style="text-align: center;">↓</div>
Step 3	Step 3	Step 3
<div style="border: 1px solid black; border-radius: 50%; width: 100px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">Assistant Superintendent In charge of Instruction</div> <div style="text-align: center;">↓</div>	<div style="border: 1px solid black; border-radius: 50%; width: 100px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">Assistant Superintendent In charge of Transportation</div> <div style="text-align: center;">↓</div>	<div style="border: 1px solid black; border-radius: 50%; width: 100px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">Assistant Superintendent In charge of Instruction</div> <div style="text-align: center;">↓</div>
Step 4	Step 4	Step 4
<div style="border: 1px solid black; border-radius: 50%; width: 100px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">Superintendent</div> <div style="text-align: center;">↓</div>	<div style="border: 1px solid black; border-radius: 50%; width: 100px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">Superintendent</div> <div style="text-align: center;">↓</div>	<div style="border: 1px solid black; border-radius: 50%; width: 100px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">Superintendent</div> <div style="text-align: center;">↓</div>
Step 5	Step 5	Step 5
<div style="border: 1px solid black; border-radius: 50%; width: 100px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">VCS Board of Education</div>	<div style="border: 1px solid black; border-radius: 50%; width: 100px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">VCS Board of Education</div>	<div style="border: 1px solid black; border-radius: 50%; width: 100px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">VCS Board of Education</div>

Draft 12/7/04



SPORTS SCHEDULE

FOOTBALL - B

8/23/18 B Scrimmage (Away), 4:30 PM
9/4/18 Colonel John Wheeler Middle School (Home),
6:00 PM
9/11/18 Robert Taft Middle School (Home), 6:00 PM
9/18/18 Willowcreek Middle School (Away), 6:00 PM
9/26/18 William Fegely Middle School (Home), 6:00 PM
10/2/18 Hobart Middle School (Away), 6:00 PM
10/9/18 Chesterton Middle School (Home), 6:00 PM
10/15/18 Ben Franklin Middle School (Away), 4:30 PM

FOOTBALL - A

8/28/18 A Scrimmage (Away), 4:30 PM
9/4/18 Colonel John Wheeler Middle School (Home),
4:30 PM
9/11/18 Robert Taft Middle School (Home), 4:30 PM
9/18/18 Willowcreek Middle School (Away), 4:30 PM
9/25/18 William Fegely Middle School (Home), 4:30 PM
10/2/18 Hobart Middle School (Away), 4:30 PM
10/9/18 Chesterton Middle School (Home), 4:30 PM
10/16/18 Ben Franklin Middle School (Away), 6:00 PM

VOLLEYBALL - 8 A&B

8/28/18 Boston Middle School (Home), 4:30 PM
9/4/18 Grimmer Middle School A only (Away), 5:00 PM
9/6/18 Willowcreek Middle School (Away), 4:30 PM
9/11/18 Robert Taft Middle School (Away), 4:30 PM
9/13/18 Ben Franklin Middle School (Home), 6:00 PM
9/15/18 Colonel Wheeler "B" Tourney (Away), TBA
9/18/18 Kesling Middle School (Away), 4:30 PM
9/20/18 William Fegely Middle School (Home), 4:30 PM
9/24/18 Washington Township 7 & 8 A (Away), 4:30 PM
9/27/18 Colonel John Wheeler Middle School (Home),
4:30 PM
9/29/18 LaPorte Boston Invite (Away), 8:30 AM
10/1/18 Chesterton Middle School (Away), 4:30 PM
10/4/18 Hobart Middle School (Away), 4:30 PM
10/6/18 Ben Franklin 7B/8B Tourney (Away), 9:00 AM
10/8/18 8th Grade Conference (Home), 4:30 PM
10/10/18 8th Grade Conference (Home), 4:30 PM

VOLLEYBALL - 7 A&B

8/28/18 Boston Middle School (Away), 4:30 PM
9/4/18 Grimmer Middle School 7 & 8 "A" (Away), 5:00 PM
9/6/18 Willowcreek Middle School (Home), 4:30 PM
9/11/18 Robert Taft Middle School (Home), 4:30 PM
9/13/18 Ben Franklin Middle School (Home), 4:30 PM
9/15/18 Colonel Wheeler "B" Tourney (Away), TBA
9/18/18 Kesling Middle School (Home), 4:15 PM
9/20/18 William Fegely Middle School (Away), 4:30 PM
9/24/18 Washington Township 7 & 8 "A" (Away), 4:30 PM
9/27/18 Colonel John Wheeler Middle School (Away),
4:30 PM
9/29/18 LaPorte Boston Invite (Away), 8:30 AM
10/1/18 Chesterton Middle School (Home), 4:30 PM
10/4/18 Hobart Middle School (Home), 4:45 PM
10/6/18 Ben Franklin 7B/8B Tourney (Away), 9:00 AM
10/8/18 7th Grade Conference (Away), 4:30 PM
10/10/18 7th Grade Conference (Away), 4:30 PM

CROSS COUNTRY - 6,7,8

9/4/18 Ben Franklin Middle School (Away), 4:30 PM
9/6/18 Robert Taft Middle School (Home), 4:30 PM
9/10/18 Morgan Township Middle/High School (Home),
4:30 PM
9/13/18 Hobart Middle School (Away), 4:45 PM
9/15/18 Willowcreek Invite (Away), 10:00 AM
9/20/18 Viking Invite (Home), 4:30 PM
9/24/18 William Fegely Middle School (Home), 4:30 PM
9/27/18 Willowcreek Middle School (Home), 4:30 PM
10/4/18 Chesterton Middle School (Home), 4:30 PM
10/8/18 Colonel John Wheeler Middle School (Away),
4:30 PM
10/11/18 Conference (Away), 4:30 PM

WRESTLING - 6,7,8

11/6/18 Boston Middle School (Home), 4:30 PM
11/12/18 Colonel John Wheeler Middle School (Away),
4:30 PM
11/15/18 Robert Taft Middle School (Away), 4:30 PM
11/17/18 BF Invitational (Away), 8:30 AM
11/20/18 Willowcreek Middle School (Away), 4:30 PM
11/27/18 William Fegely Middle School (Home), 4:30 PM
11/29/18 Hobart Middle School (Home), 4:30 PM
12/1/18 Taft Invitational (Away), 8:30 AM
12/6/18 Ben Franklin Middle School (Home), 4:30 PM
12/11/18 Chesterton Middle School (Away), 4:30 PM
12/15/18 Conference (Away), 8:30 AM

BOYS BASKETBALL - 8 A&B

11/8/18 Chesterton Middle School (Home), 4:30 PM
11/12/18 Highland Middle School (Highland) (Home), 5:00 PM
11/13/18 Kankakee Valley Middle School (Away), 5:00 PM
11/17/18 Wilbur Wright/Grimmer (Away), 10:00 AM
11/19/18 Union Township Middle School (Home), 5:00 PM
11/27/18 Colonel John Wheeler Middle School (Away), 5:00 PM
11/28/18 Pierce Middle School (Home), 4:30 PM
12/4/18 Boston Middle School (Home), 4:30 PM
12/5/18 William Fegely Middle School (Home), 4:30 PM
12/11/18 Lincoln Junior High School (Away), 5:00 PM
12/13/18 Kesling Middle School (Away), 4:30 PM
12/18/18 Ben Franklin Middle School (Away), 4:30 PM
12/19/18 Willowcreek Middle School (Away), 4:30 PM
1/8/19 Hobart Middle School (Away), 4:30 PM
1/10/19 Robert Taft Middle School (Home), 4:30 PM
1/12/19 BF "B" Tourney (Away), 9:00 AM
1/15/19 Conference (Away), 5:45 PM
1/16/19 Conference Semifinals (Away), 4:30 PM
1/17/19 Conference Finals (Away), 4:30 PM

BOYS BASKETBALL - 7 A&B

11/8/18 Chesterton Middle School (Away), 4:30 PM
11/12/18 Highland Middle School (Highland) (Away), 5:00 PM
11/13/18 Kankakee Valley Middle School (Home), 5:00 PM
11/17/18 Wright/Grimmer Tri (Away), 9:00 AM
11/19/18 Union Township Middle School (Away), 4:30 PM
11/27/18 Colonel John Wheeler Middle School (Home), 5:00 PM
11/28/18 Pierce Middle School (Away), 4:30 PM
12/4/18 Boston Middle School (Away), 4:15 PM
12/5/18 William Fegely Middle School (Away), 4:30 PM
12/11/18 Lincoln Junior High School (Away), 5:00 PM
12/13/18 Kesling Middle School (Home), 4:30 PM
12/18/18 Ben Franklin Middle School (Home), 4:30 PM
12/19/18 Willowcreek Middle School (Home), 4:30 PM
1/8/19 Hobart Middle School (Home), 5:00 PM
1/10/19 Robert Taft Middle School (Away), 4:30 PM
1/12/19 TJ 7th B tourney (Home), 8:30 AM
1/15/19 Conference (Away), 4:30 PM
1/16/19 Conference Semifinals (Away), 5:45 PM
1/17/19 Conference Finals (Away), 4:30 PM

GIRLS BASKETBALL - 8 A&B

1/16/19 Robert Taft Middle School (Away), 4:30 PM
1/23/19 Washington Township Middle/High School (Home), 4:30 PM
1/24/19 Boone Grove Middle School (Home), 4:30 PM
1/28/19 Pierce Middle School (Home), 4:30 PM
1/30/19 Union Township Middle School (Home), 5:00 PM
2/4/19 Hobart Middle School (Away), 4:30 PM
2/7/19 Colonel John Wheeler Middle School (Away), 4:30 PM
2/12/19 Willowcreek Middle School (Home), 4:30 PM
2/13/19 Kesling Middle School (Home), 4:30 PM
2/19/19 Highland Middle School (Highland) (Home), 5:00 PM
2/21/19 Ben Franklin Middle School (Away), 4:30 PM

2/23/19 8 A Tournament (Home), 8:30 AM
2/26/19 Clark Middle School (Away), 5:00 PM
2/28/19 Boston Middle School (Away), 5:45 PM
3/5/19 Chesterton Middle School (Home), 4:30 PM
3/7/19 William Fegely Middle School (Away), 4:30 PM
3/9/19 8 B Tournament (Away), 9:00 AM
3/12/19 Conference (Away), 5:45 PM
3/13/19 Conference Semifinals (Away), 5:45 PM
3/14/19 Conference Finals (Away), 4:30 PM

GIRLS BASKETBALL - 7 A&B

1/16/19 Robert Taft Middle School (Home), 4:30 PM
1/23/19 Washington Township Middle/High School (Home), 4:30 PM
1/24/19 Boone Grove Middle School (Home), 5:30 PM
1/28/19 Pierce Middle School (Away), 4:30 PM
1/30/19 Union Township Middle School (Away), 4:30 PM
2/2/19 7 A Tournament (Home), 8:30 AM
2/4/19 Hobart Middle School (Home), 5:00 PM
2/7/19 Colonel John Wheeler Middle School (Home), 4:30 PM
2/12/19 Willowcreek Middle School (Away), 4:30 PM
2/13/19 Kesling Middle School (Home), 4:30 PM
2/19/19 Highland Middle School (Highland) (Away), 5:00 PM
2/21/19 Ben Franklin Middle School (Home), 4:30 PM
2/26/19 Clark Middle School (Home), 5:00 PM
2/28/19 Boston Middle School (Home), 4:30 PM
3/5/19 Chesterton Middle School (Away), 4:30 PM
3/7/19 William Fegely Middle School (Home), 4:30 PM
3/9/19 7 B Tournament (Home), 8:30 AM
3/12/19 Conference (Away), 4:30 PM
3/13/19 Conference Semifinals (Away), 5:45 AM
3/14/19 Conference Championship (Away), 4:30 AM

BOYS TRACK & FIELD - 6,7,8

4/16/19 Robert Taft Middle School (Away), 4:30 PM
4/18/19 Colonel John Wheeler Middle School (Home), 4:30 PM
4/23/19 Chesterton Middle School (Away), 4:30 PM
4/25/19 Hobart Middle School (Home), 4:45 PM
4/30/19 Ben Franklin Middle School (Home), 4:30 PM
5/2/19 Willowcreek Middle School (Home), 4:30 PM
5/6/19 William Fegely Middle School (Away), 4:30 PM
5/10/19 Conference (Away), 5:00 PM

GIRLS TRACK & FIELD - 6,7,8

4/16/19 Robert Taft Middle School (Home), 4:30 PM
4/18/19 Colonel John Wheeler Middle School (Away), 4:30 PM
4/23/19 Chesterton Middle School (Home), 4:30 PM
4/25/19 Hobart Middle School (Away), 4:45 PM
4/30/19 Ben Franklin Middle School (Away), 4:30 PM
5/2/19 Willowcreek Middle School (Away), 4:30 PM
5/6/19 William Fegely Middle School (Home), 4:30 PM
5/10/19 Conference (Away), 5:00 PM