

MUNCIE COMMUNITY SCHOOLS

2500 N. Elgin Street
Muncie, IN 47303
765-747-5211

An Equal Opportunity Employer

**ADULT EDUCATION
STUDENT
HANDBOOK
2017-2018**

BOARD OF SCHOOL TRUSTEES:

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SAFETY TIP LINE

747-1632

Muncie Community Schools operates a Safety Tip Line which is available to anyone who wants to report information related to school safety in a confidential manner. The Safety Tip Line number is **747-1632**. The number can be reached 24 hours a day, 7 days a week. Calls are **anonymous** and **confidential**. Examples of information may include items such as drugs and/or alcohol use or presence, weapons, violence and/or threats, theft and anything else that may be a threat to students, staff, and the school.

Frequently Asked Questions

Questions students frequently ask are for the most part answered in the student handbook. The following answers or student handbook referenced to the most frequently asked questions are provided for the convenience of the students.

1. Is there a way to alert the schools of a problem, concern, or safety issue anonymously?

*The Muncie Community Schools operates a "Safety Tip Line" which is available to anyone who wants to report information anonymously related to school safety or concerns. The "Tip Line" number is **747-1632**. The number can be reached 24 hours a day, 7 days a week.*

2. How can the school be contacted?

The school contact information and telephone numbers are listed on page 9 of the student handbook.

3. Are students permitted to have cell phones at school?

Students are permitted to have cell phones at school, but they are to keep the cell phones in their locker and not use them during the instructional day. Cell phone rules are found on page 1 of the student handbook.

4. What is the student dress code?

The student dress code is found on page 14 of the student handbook under "Student Appearance".

5. Do students have access to the internet while working on school computers?

Yes, provided the parent, if the student is under 18 years of age, has agreed to the access by signing and returning to the school office the "Responsible Use Policy Commitment for Computer Technology and Networks" found beginning on page 30 of the student handbook.

6. May student be searched for items that are prohibited, illegal, or stolen on school property?

Students may, under certain circumstances, be searched for prohibited, illegal, or stolen items on school property. School officials follow specific procedures when searching students or seizing items. Information about student search and seizure is listed on pages 38-40 of the student handbook.

7. What are the rules of conduct for high school students?

Student conduct rules are listed on pages 15-25 of the student handbook.

8. What can a student do if it is believed that the student is being bullied, and who at the school may be contacted?

The bullying rules and contact information are listed on page 17 of the student handbook.

**MUNCIE COMMUNITY SCHOOLS
2017-2018 SCHOOL YEAR CALENDAR**

2017

August	Contact the Adult Education Office at 765-747-5257 for the start date at each site.		
September	4	Monday	Labor Day – NO SCHOOL
October	9 – 13	Monday - Friday	Fall Break – NO SCHOOL
November	20 – 24	Monday - Friday	Thanksgiving Break – NO SCHOOL
December	19	Tuesday	Christmas Break begins with end of school
day	19	Tuesday	End of 1 st Semester – 89 days

2018

January	4	Thursday	Teacher Record Keeping Day – NO STUDENTS
	5	Friday	Professional Development
	8	Monday	Classes Resume from Christmas Break
	15	Monday	Martin Luther King Jr. Day – NO SCHOOL
February	19	Monday	Presidents’ Day – NO SCHOOL
March	26-30	Monday – Friday	Spring Break – NO SCHOOL
May	23	Wednesday	Students’ Last Day-End of 2 nd Semester–91
days	24	Thursday	Teachers’ Last Day – Record Keeping
	25	Friday	Make-Up Snow Day
	28	Monday	Memorial Day – NO SCHOOL
	29-30	Tuesday-Wednesday	Make-Up Snow Days

MUNCIE COMMUNITY SCHOOLS

MISSION STATEMENT

The mission of the Muncie Community Schools is to provide a quality educational environment that allows every student to maximize his or her potential and, upon graduation, possess the skills necessary to be a positive, productive, contributing member of society.

Revised by the Muncie Community Schools Board of School Trustees on April 12, 2016.

FOREWORD

This handbook has been prepared to provide valuable information to students. Answers to many questions regarding adult education can be found in this handbook. For specific information regarding an individual class or clarification of any item in this book, please call the Adult Education Office.

We sincerely hope your experience with our schools will be profitable.

Steven M. Baule, Ed.D., Ph.D. DiLynn Phelps
Superintendent Assistant Superintendent

EXTENDED SERVICES PROGRAM

ADULT BASIC EDUCATION

Administrators:

Chris Smith, Interim Director of Career and Technical Education and Extended Services
Nancy Muncey, Interim Dean

MUNCIE AREA CAREER CENTER

2500 N. Elgin St.
Muncie, IN 47303
765-747-5257

Program Services:

Adult Basic Education/HSE

Days: Monday-Friday
Times: 8:30-11:00 a.m.
 12:00-2:30 p.m.

Evenings: Tuesday and Thursday
Times: 5:15-8:15 p.m.

Adult Secondary Credit

Days: Monday-Friday
Times: 8:30-11:00 a.m.
 12:00-2:30 p.m.

Evenings: Thursday
Times: 4:15-8:15 p.m.

- Muncie Area Career Center, 2500 North Elgin, Muncie, IN 47304
- Muncie WorkOne Center, 201 East Charles, Muncie, IN 47305
- Delaware Community Corrections, 225 North High, Muncie, IN 47305
- Blackford County WorkOne, 1301 North High Street, Hartford City, IN 47348
- Winchester WorkOne, 325 South Oak Street, Winchester, IN 47394

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I. GENERAL INFORMATION

For the protection of all students, adults who request to take a student who is under 18 years of age from school during school hours may be required to show identification. If that adult is not on the student's record as an approved contact, the request to take the student from the building will be denied.

ADVERTISING AND POSTERS

Advertising, selling tickets or merchandise, or soliciting money for any non-school activity is prohibited except with advance written permission of the Superintendent.

Any poster pertaining to either a school-sponsored activity or non-school function must be approved by the Principal's designee before being posted. All posters are to be removed by the person posting them as soon as the date of the advertised event has passed.

CARE OF TEXTBOOKS AND SCHOOL PROPERTY

Students are expected to properly care for school property and the belongings of others. Students should realize that vandalism to school property is costly to repair. Students who cause damage to school property shall be subject to disciplinary measures and shall be assessed the replacement costs for lost, damaged, or destructed school equipment, apparatus, musical instruments, library materials, textbooks, and school buildings. The Board of School Trustees reserves the right to file a civil action in a court of competent authority against parents of a students who willfully destroys Corporation property.

Fines and replacement costs for other types of printed materials, including library books, are determined by school personnel.

CELL PHONES

The possession of personal cell phones on school property is permissible. The phones must be turned off and be kept in the student's locker during the instructional day.

Penalties for violation of the cell phone policy will be as follows:

- First offense: confiscate cell phone for remainder of school day, contact the parent and have the parent come to school to get the cell phone.
- Second offense: confiscate cell phone, contact parent, have the parent come to school to get the cell phone, and student not permitted to have cell phone on school property during the instructional day for the remainder of the school year.
- Subsequent violations: will result first in an in-school suspension and subsequently in out-of-school suspension.

Students will be referred to the office. The cell phone will be delivered to the office separately. **All parts of the items will be confiscated, including batteries and memory cards.** Additionally, any student who refuses to surrender a cell phone to a staff member when directed will

be subject to severe disciplinary consequences.

Recording, sending, sharing, possessing or knowingly viewing pictures, text messages, e-mails, or other material of a sexual nature in electronic or hard-copy form is grounds for suspension and/or expulsion. Parents and students should be aware that any pictures, text messages, e-mails, or images suspected to violate criminal laws will be referred to law enforcement authorities.

CONSENT TO BROADCAST OR PUBLISH

On some occasions, students in the Muncie Community Schools may be involved in a program or activity which may warrant broadcast or publication. Parents/guardians will be asked to sign a parental consent for a student which includes permission for any broadcast, publication, display, distribution or use of the material for the purpose of providing information to the public about the school program or activity or for any other educational purpose.

CONSTITUTION DAY OBSERVANCE

In accordance with federal law, the school shall offer an education program(s) each year on Constitution Day to commemorate the September 17, 1787, signing of the United States Constitution.

CRISIS INTERVENTION (Homicide/Suicide)

As per Board Policy #5350, in order to deal effectively with a potential situation in which a student is suspected to be in danger of doing harm to self or others (suicide/homicide), the school will notify the students' parents to inform them that they must take their student to a professional counselor for an emergency appointment.

The student may not return to school until the school has a written release from a professional counselor and/or doctor that the student is not a threat to him/herself or others.

If parents do not follow the school's directive and seek the immediate assistance of a professional counselor for their child when informed by the school of their child's potential danger to him/herself or others, the Delaware County Child Protection office will be notified.

REPORTING OF CHILD ABUSE OR NEGLECT

The Board of Education is concerned with the physical and mental well-being of the children who attend this school district and will cooperate in the identification of cases of child abuse and neglect in accordance with Indiana law.

Each staff member employed by the school district shall be responsible for reporting immediately every case in which the staff member has reason to believe that a student has been the victim of child abuse or neglect. This report shall be made to the school building administrator or principal designee who, in the presence of the staff member, shall immediately call the child protective services or law enforcement agency to report the alleged child abuse and neglect. Information concerning alleged child abuse or neglect is confidential information and is not to be

shared with anyone other than the administration or the reporting agency.

Indiana law provides that any person who makes or causes to be made a report that a child is the victim of child abuse or neglect is immune from any civil or criminal liability in connection with this report unless that person acted maliciously or in bad faith.

I.C. 31-33-5

I.C. 31-33-6

DISTRIBUTION OF MATERIALS BY STUDENTS/COMMUNITY ENTITIES

In accordance with School Board Policies #5720 and #9700, students have the right, protected by the First Amendment to the U.S. Constitution, to exercise freedom of speech. Such expression shall not interfere or be disruptive to the educational process. This includes the right to distribute or display, at reasonable times and places, written material, petitions, buttons, badges, or other insignia, except expression which:

1. is obscene to minors;
2. is libelous;
3. is pervasively indecent or vulgar;
4. advertises any product or service not permitted to minors by law;
5. contains insulting or fighting words, the very expression of which injures or harasses other people;
6. presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Distribution or display of material in any of the above categories is prohibited on school premises or at any school-related event.

Any person or organization wishing to distribute material on school property must first submit for approval a copy of the material in advance of desired distribution. Permission to distribute or display material does not imply agreement of its contents by either the administration, the school, the Superintendent or the Board.

(See MCS Board Policies #5720, #9700)

DIRECTORY INFORMATION - PUBLIC RECORDS

The Muncie Community Schools designates the following as student directory information: a student's name; address; telephone number; date and place of birth; eye and hair color; gender; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; the most recent education agency attended by the student; listing on an honor roll; or scholarship.

Such information may be made public unless, within fifteen (15) days after receipt of this handbook, parents/guardians of the student inform the building principal that any or all of the information so

designated should not be released without the parents/guardians prior written consent. A copy of the Education Records Policy of the Muncie Community Schools is available from the Director of Human Resources at the Anthony Administration Building.

Military Access to Student Directory Information

A high school shall provide access to the high school campus and the high school's student directory information to official recruiting representatives of:

- (1) the armed forces of the United States;
- (2) the Indiana Air National Guard;
- (3) the Indiana Army National Guard; and
- (4) the service academies of the armed forces of the United States;

for the purpose of informing students of educational and career opportunities available in the armed forces of the United States, the Indiana Air National Guard, the Indiana Army National Guard, and the service academies of the armed forces of the United States.

The definition of "student directory information" on this issue is the student's name, address, and listed telephone number.

On an annual basis if:

- (1) a high school student, or
- (2) the parent, guardian, or custodian of a high school student, submits a signed, written request to a high school that indicates the student or the parent, guardian, or custodian of the student does not want the student's directory information to be provided to official recruiting representatives under subsection (a), the high school may not provide access to the student's directory information to an official recruiting representative.

EMERGENCY SCHOOL CLOSINGS

There may be instances, especially in the winter, when it is necessary either to begin school late or close school early or for an entire day. In the event of heavy snow, etc., parents/guardians should listen to local radio stations, such as WLBC-104.1FM, NASH-102.5FM, WIPB-92.1FM, WERK-990AM and 104.9FM. Parents can also access the Muncie Community Schools website at www.muncie.k12.in.us. Announcements will be made only when schools are closed, dismissing early, or beginning late. If there are no announcements, then school will be in session.

Please do not call the school office or radio stations.

EQUAL ACCESS FOR NONCORPORATION-SPONSORED STUDENT CLUBS AND ACTIVITIES

The use of school facilities by non-corporation-sponsored student clubs and activities will not be permitted during instructional hours.

Student-initiated groups granted permission to meet on school premises shall be provided the same access and shall be subject to the same administrative guidelines that govern the meetings of student organizations sponsored by the Muncie Community Schools, except as provided by MCS Board Policy #5730.

GRADUATION

Adult Education students eligible to graduate may do so only through participation in the Adult Education Program's commencement exercises.

STUDENT PUBLICATIONS

Student publications and productions are permitted as a means by which students learn, under adult direction and with the rights and responsibilities of public expression, in a free society.

Publications shall include any audio, visual, or written materials such as tapes, banners, films pamphlets, notices, newspapers, books or other like materials. Productions shall include theatrical performances as well as impromptu dramatic presentations and vocal and instrumental performances.

Publications and/or productions may be available to any student attending this school and must, therefore, generally be suitable for all students in this school.

Publications or productions may be prohibited which are not protected by the right of free expression because they violate the rights of others.

(See MCS Board Policy #5722)

MOMENT OF SILENCE

There shall be a daily observance of a moment of silence in each classroom or on school grounds.

During the moment of silence, all students shall remain seated or standing and silent and make no distracting display so that each student may, in the exercise of the student's individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice. IC 20-30-5-4.5

PLEDGE OF ALLEGIANCE

Students will be given a daily opportunity to recite voluntarily the Pledge of Allegiance in each classroom or on school grounds. The principal will determine the appropriate time when school is in session for the recitation of the Pledge.

A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if:

1. the student chooses not to participate; or
2. the student's parent chooses to have the student not participate.

Students who are exempt from reciting the Pledge shall remain quietly standing or sitting while others recite the Pledge and shall make no display that disrupts or distracts other students who are reciting the Pledge.

During the Pledge of Allegiance, students who participate shall stand and recite the Pledge while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform. IC 20-30-5-0.5

REPORTING LOST OR STOLEN ITEMS

Students should report lost or stolen items to the Administrative Office. *The school is not responsible for any personal items students bring to school.*

VALUABLE ITEMS

Students should not bring items such as jewelry, expensive clothing, large amounts of money, electronic devices or other valuable or expensive items to school. Students who do bring such items to school do so at their own risk. Students who bring such items to school may leave them in the Administrative Office; however, the school assumes no liability for the loss, theft, or damage of such items left in the office or any other area of the school or on school grounds.

VISITORS

Adult Visitors

1. School patrons are welcome.
2. **All** adult visitors must report to the Administrative Office.
3. All classroom visits must be scheduled in advance with the teacher.

Student Visitors

1. Students from another school will not be permitted to visit during the school day.
2. After the school day, it is required that all student visitors report to the office for approval.

II. ADULT EDUCATION PROGRAMS

The Muncie Community Schools Adult Education Program provides educational opportunities to adults who are 16 years of age or older and who are officially withdrawn from high school and do not have a high school diploma or is a high school graduate and has been determined to need basic skill development in English/language arts or mathematics. Eligible adult learners can elect to enter the Adult Basic Education or Adult Secondary Credit program.

Adult Basic Education/HSE (ABE)

The Adult Basic Education program provides the following services: Preparation for the HSE Examination, instruction to improve reading, writing, and mathematics skills, preparation for the ECA Assessment Algebra 1 and English 10, skill improvement for pre-employment testing, and basic skill development for entrance to college or vocational training. Adult learners will be pre-tested to determine the areas where basic skill improvement is needed followed by the development of a study plan to assist the learner in achieving their individual goals. Adult Basic Education classes are held at a variety of locations and times for the convenience of the learners. There is no charge or fee for attending an ABE class. To obtain information regarding class locations and times, please contact the Extended Services Office at 747-5257.

Adult Secondary Credit (ASC)

The Adult Secondary Credit program provides adult learners the opportunity to continue taking credit classes in required and elective subjects that will lead to obtaining a general high school diploma. Adults who enter the program must complete all of the credit requirements and pass the ECA Assessment Algebra 1 and English 10 to obtain a regular high school diploma. Please review the credit requirements for graduation and information listed below. The Adult Secondary Credit program is located at the Muncie Area Career Center with class sessions available during the day and evening hours.

Enrollment Procedures

1. Adult Basic Education (ABE/HSE)

Exit interview form signed by student, parent, and high school principal.

2. Adult Secondary Credit

- a. Exit interview form signed by student, parent, and high school principal
- b. Transcript from last high school the student attended
- c. Copy of ISTEP+/GQE results; ECA Assessment Algebra 1 and English 10
- d. Copy of IEP if the student will be requesting learning accommodations.

GRADUATION REQUIREMENTS FOR CLASSES 2017 - 2019

Each student is required to meet the following in order to graduate:

1. Pass the Algebra I and English 10 End-of-Course Assessments (ECA) to meet the Indiana Graduation Qualifying Examination (GQE) requirements and
2. Complete all credits and other requirements established by the Muncie Community School Board. Students are required to attain a minimum of forty-four (44) credits to earn a Muncie Community Schools' high school diploma.

GRADUATION QUALIFYING EXAMINATION (GQE)

Students are required to achieve passing scores on the Algebra I and English 10 End-of-Course Assessments (or qualify for a GQE waiver) in order to meet the Indiana GQE requirement. The ECA tests are administered to students at completion of Algebra I and English 10 courses and assess the student's mastery of the Indiana Academic Standards for Algebra I and English 10.

MEETING THE GQE REQUIREMENTS FOR ALGEBRA I AND ENGLISH 10

There are three ways in which a student may meet the Graduation Qualifying Examination requirements (Algebra I and English 10 ECAs):

1. Passing scores on the Algebra I ECA and the English 10 ECA or
2. Fulfilling the requirements for a GQE "Evidence-based" Waiver or
3. Fulfilling the requirements for a GQE "Work-readiness" Waiver

GQE/ECA "Evidence-based" Waiver

A student who does not achieve a passing score on the graduation examination may be eligible to graduate if the student has done all of the following during high school:

- (1) Takes the graduation examination in each subject area in which the student did not achieve a passing score at least one (1) time every school year after the school year in which the student first takes the graduation examination,
- (2) Completes remediation opportunities provided to the student by the student's School,
- (3) Maintains a school attendance rate of at least ninety-five percent (95%) with excused absences not counting against the student's attendance,
- (4) Maintains at least a "C" average or the equivalent in the courses comprising the credits specifically required for graduation by rule of the state board,
- (5) Otherwise satisfies all state and local graduation requirements, and
- (6) Obtains a written recommendation from a teacher of the student in each subject area in which the student has not achieved a passing score on the graduation examination. The written recommendation must be concurred by the principal of the student's school and be supported by documentation that the student has attained the academic standard in the subject area based on:
 - (A) tests other than the graduation examination or
 - (B) classroom work.

GQE/ECA "Work-readiness" Waiver

A student who does not achieve a passing score on the graduation examination may be eligible to graduate if the student has done all of the following during high school:

- (1) Takes the graduation examination in each subject area in which the student did not achieve a passing score at least one (1) time every school year after the school year in which the student first takes the graduation examination,
- (2) Completes remediation opportunities provided to the student by the student's school,
- (3) Maintains a school attendance rate of at least ninety-five percent (95%) with excused absences not counting against the student's attendance,
- (4) Maintains at least a "C" average or the equivalent in the courses comprising the credits specifically required for graduation by rule of the IDOE,
- (5) Otherwise satisfies all state and local graduation requirements, and
- (6) Completes the course and credit requirements for a general diploma, including the career academic sequence, a workforce readiness assessment, and at least one (1) career exploration internship, cooperative education, or workforce credential recommended by the student's school.

General Diploma (Minimum 44 Credits)

The Indiana General Assembly made completion of the Core 40 Diploma requirements a mandate for all students beginning with those entering high school fall 2007. The legislation also made Core 40 a minimum college admission requirement for the state's public four-year universities beginning in fall 2011.

English/Language Arts	8 Credits Literature, Composition, and Speech English 9–12 fulfill this requirement
Mathematics	4 Credits 2 credits: Algebra I or Integrated Mathematics I 2 credits: any math course
Science	4 Credits 2 credits: Biology I 2 credits: any science course
Social Studies	4 Credits 2 credits: U.S. History 1 credit: U.S. Government 1 credit: any social studies course
Physical Education	2 Credits
Health & Wellness	1 Credit
Technology	1 Credit MCS Local Graduation Requirement Digital Citizenship (or course that meets the technology competency requirement)
Career Academic Sequence	6 Credits Career Academic Sequence means selecting electives in a deliberate manner to take full advantage of career exploration and preparation opportunities: Business, Computers, Industrial Technology, Career & Technical Education, Cooperative Education Programs, or Family & Consumer Science.
Flex Credit	5 Credits To earn 5 Flex Credits a student must complete one of the following: <ul style="list-style-type: none"> • Additional courses to extend the career academic sequence • Courses involving workplace learning, which may include the following courses: <ul style="list-style-type: none"> ○ Cooperative family and consumer sciences ○ Marketing field experience • High school/college dual credit courses • Additional courses in: <ul style="list-style-type: none"> ○ Language Arts, Social Studies, Mathematics, Science, World Languages, and Fine Arts
Electives	9 Credits
TOTAL	44 Credits – Minimum Required for an MCS Diploma

INDIANA DEPARTEMENT OF EDUCATION UPDATE:

For the General Diploma, students must earn 2 credits in a mathematics course or a quantitative reasoning course during their junior or senior year.

A quantitative reasoning course is a high school course that “advances a student’s ability to apply mathematics in real-world situations and contexts” and that “deepens a student’s understanding of high school mathematics standards.”

The IDOE will provide an annual review to determine the high school courses that meet these criteria. The complete list of Quantitative Reasoning Courses is available in the guidance department of the high school or on the IDOE (Indiana Department of Education) website.

MILITARY EXPERIENCE

The local school board shall have the option of recognizing training and experience obtained in the United States armed forces in meeting high school graduation requirements, e.g.:

- *Basic Training* - A maximum of four (4) credits may be recognized in the following areas:
Physical Education 2 credits
Health & Safety 2 credits
For basic training, a maximum of one (1) credit may be granted for each three months of service.
- *Overseas Instruction* - Credit may be awarded for courses completed through accredited colleges and universities as recommended by the respective colleges and universities, such as the University of Maryland overseas instruction.
- *Service Training School* - Credit may be granted in accordance with recommendations made by the American Council of Education in the publication *GUIDE TO THE EVALUATION OF EDUCATIONAL EXPERIENCE IN THE ARMED FORCES*. When descriptions of service schools are not listed in this guide, appropriate credit recommendations may be obtained by writing to the American Council on Education.
- *Armed Services Institutes* - Credit may be awarded for courses completed in the United States Armed Forces Institute, Marine Corps Institute, and the Coast Guard Institute, provided that the courses shall be validated by terminal examinations as recommended by the American Council on Education. Credit may be awarded in recognition of satisfactory achievement on examinations in established high school courses, e.g., authorized subject matter examinations not including the GED tests offered by the United States Armed Forces Institute and the American Council on Education, when taken by members of the armed forces.

OPT-OUT PROVISIONS FOR CURRICULUM

The School Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If, after careful, personal review of the program lessons and/or materials, a parent files a complaint in accordance with Board Policy #9130 regarding either the content or activities that conflict with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from a particular class for specified reasons. The student, however, will not be excused from participating in the course and will be provided alternate learning activities during times of such parent-requested absences.

Any person objecting to instructional materials, whether adopted by the Board or chosen by the teacher, shall observe the process outlined below:

- A. Criticism and/or challenge of instructional materials must be submitted to the building principal in writing on the approved form;

- B. The building principal shall forward the completed form to the Chief Academic Officer who shall present the objection to a Review Committee. The committee shall consist of three (3) administrators appointed by the Superintendent and three (3) teachers appointed by the President of the Teachers' Association. The committee shall have 30 school days to review the request and state its findings in writing;
- C. A copy of the findings will be forwarded to the person using the instructional materials, the building principal, and the person filing the request; and,
- D. The decision of the committee is final.

(See MCS Board Policy #2240 and 9130)

II. BEHAVIOR/DISCIPLINE POLICY

FOREWORD

The Indiana General Assembly has adopted an Act which provides that student supervision and the desirable behavior of students carrying out school purposes in any school corporation is a responsibility shared by the students, parents/guardians, teachers and school corporation personnel, subject to the rules and policies adopted by the governing body, to the supervisory authority of the school corporation administrative staff, the principal of each school and the teacher and other school corporation personnel having charge of an educational function.

To implement that basic policy, the Board of School Trustees of Muncie Community Schools has established the delegation of authority and the rules here set forth.

DELEGATION OF AUTHORITY

- A. The Superintendent of Muncie Community Schools, or his administrative staff with his approval, may take any action with respect to all Muncie Community Schools which is reasonably necessary to carry out, or prevent interference with, educational function or school purpose. As used throughout, the term "Superintendent" includes the Superintendent's designees.
- B. The Principal of each school, and the Principal's designees, subject to the same limitations and procedures, may take any action concerning his or her school, or any school activity within his or her jurisdiction which is reasonably necessary to carry out, or prevent interference with, any educational function or school purpose. Such action includes establishing written rules and standards to govern student conduct which have first been approved by the Superintendent and presented to the Board of School Trustees. As used throughout, the term, "principal" includes his or her designees.
- C. Each Teacher or Any Other School Personnel shall, when pupils are under his or her charge, have the right to take action which is then reasonably necessary to carry out, or to prevent interference with, the educational function which he or she is then in charge, but he or she may not suspend a student from school and may not remove a student from an educational function for a period of more than one (1) day. Before a suspension or removal, the student shall be told the reason for the action and given an opportunity to explain his or her conduct.

STUDENT ACTIVISM

It is the policy of the School Board to permit students to express opinions and ideas, take stands, and support policies, publicly and privately, orally and in writing. Students may be given this opportunity for expression through established school media. Such expression shall not interfere with the educational program or present a health or safety hazard. Students may advocate change of law or school regulations and pursue their advocacy provided they follow administrative guidelines establishing the time, place, and manner.

Students shall not use obscenity, slanderous or libelous statements, or disruptive tactics. Students may not advocate violation of the law or school regulations.

STUDENT APPEARANCE

Students should not wear clothing or hair styles that can be hazardous to them in their school activities, nor which prevent students from doing their best work because of blocked vision or restricted movement, nor that creates, or are likely to create, a disturbance of the educational process. Some type of protective footwear must be worn. Students wearing inappropriate clothing, as determined by school personnel, will be asked to change and/or disciplined appropriately.

Specific dress code rules are as follows:

- A. No bike shorts or similar shorts as the only clothing covering the lower body;
- B. No tight shorts, short shorts, short skirts, leggings, jeggings, tights, or stretch stirrup pants (unless worn under a skirt or dress or other clothing) which reveal in a noticeable degree and in a disruptive fashion the outline and/or the movement of the buttocks, or other parts of the anatomy including female breasts and genitalia;
- C. No shorts, skirts, and dresses that are shorter than finger-tip length when arms are fully extended at sides;
- D. No sagging pants or shorts. Pants or shorts are to be worn at or above the waist. Long shirts over sagging pants do NOT meet this requirement;
- E. No shirts or clothing which only partially cover the upper body, such as open mesh, net weave, tank tops, halters; no clothing that exposes cleavage;
- F. No clothing or other paraphernalia that appear to be gang related. Criminal Gang defined per I.C. 35-45-9-1 means a group with at least three (3) members that specifically:
 - 1) either:
 - a. promotes, sponsors, or assists in; or
 - b. participates in; or
 - 2) requires as a condition of membership or continued membership; the commission of a felony or act that would be a felony if committed by an adult or the offense of battery;
- G. No hats or head coverings worn in the building;
- H. No sunglasses worn in the building;
- I. No clothing bearing suggestive comments or pictures, promoting or advocating the use of drugs, alcohol, tobacco, weapons, or other conduct prohibited by student code;
- J. No clothing with holes or tears; or frays above the knee which reveal undergarments, skin, or private areas is permitted;
- K. No coats, jackets, hoodies with lining, or other items intended to be worn as outerwear in the building;
- L. No book bags or purses large enough to contain books in classrooms;
- M. No loungewear, sleepwear, or house slippers;
- N. No large chains and spike jewelry (bracelets, chokers, etc.);
- O. No facial painting except where approved by the principal for school spirit days.

School personnel reserve the right to determine what is considered inappropriate or disruptive to

the educational process.

Penalties for violation of the dress code are as follows:

A referral to the office will be completed for each dress code violation.

First Violation:

- Student will be asked to correct inappropriate appearance.
- If the inappropriate dress cannot be easily corrected, the parent will be asked to bring a change of clothing to school.
- If none of the above steps are possible, the student will be placed in in-school suspension for the day.

Second Violation:

- Parent will be notified, and the student will be placed in in-school suspension for the day.

Third Violation:

- Parent will be notified, and the student will be sent home from school with a one-day out-of-school suspension.

Fourth and Subsequent Violations:

- Parent will be notified and the student will be sent home with a three-day out-of-school suspension or, if it is the student's second or more multiple day suspension of three or more days, the student will receive a three-day assignment to the Priority Suspension School.

DISCIPLINE POLICY

Rules of Conduct

Students are expected to comply with all reasonable requests by all staff members. A request will be held reasonable unless it is immoral, illegal, or personally degrading. Students who disobey a reasonable request from any teacher, paraprofessional, secretary, security officer, custodian, or cafeteria worker may be suspended from school.

Violations of any of the rules of conduct may be punished by a penalty of suspension. In addition, repeated violations may be punished by suspension and/or expulsion in accordance with the provisions of I.C. 20-33-8.

A. Possession or Under the Influence of Drugs and/or Alcohol

(This section does not include penalties for use of tobacco or tobacco products. Refer to Smoking and Tobacco Products rules listed in item B below.)

Possession of Drugs and/or Alcohol - The possession of drugs, drug paraphernalia, and alcohol is not permitted in the school building, on school grounds, or at school-sponsored activities. Students in violation of this rule, and under 21 years of age, will be reported to legal authorities and face the possibility of arrest. Students 21 years of age and older will be reported to legal authorities and face the possibility of arrest for possession of drugs and/or drug paraphernalia. In addition, the following disciplinary actions will be taken for all students in possession of drugs, drug paraphernalia, and alcohol:

First Violation - A ten (10) day suspension from school and school activities, the student and parent, *if the student is under 18 years of age*, will be directed to seek professional help and counseling for the student with an outside agency. Failure to produce documentation that the student has talked with a professional counselor will lead to a recommendation for expulsion. Verification of the counseling session may result in a reduction of the suspension; however, in no event will the suspension be reduced to less than three (3) days.

Second Violation - a ten (10) day suspension from school and school activities and a recommendation for expulsion.

Use or Under the Influence of Drugs or Alcohol - The use of drugs or alcohol, or being under the influence of drugs, alcohol, or inhalants of any kind, in the school building, on school grounds, or at school-sponsored activities will not be permitted. Students in violation of this rule, and under 21 years of age, will be reported to legal authorities and face the possibility of arrest.

First Violation - A ten (10) day suspension from school and school activities, the student and parent, if the student is under 18 years of age, will be directed to seek professional help and counseling for the student with an outside agency. Failure to produce documentation that the student has talked with a professional counselor will lead to a recommendation for expulsion. Verification of the counseling session may result in a reduction of the suspension; however, in no event will the suspension be reduced to less than three (3) days.

Second Violation - a ten (10) day suspension from school and school activities and a recommendation for expulsion.

Students 21 years of age and older will be reported to legal authorities and face the possibility of arrest if found to be using or under the influence of drugs.

First Violation - A ten (10) day suspension from school and school activities and the student will be directed to seek professional help and counseling with an outside agency. Failure to produce documentation that the student has talked with a professional counselor will lead to a recommendation for expulsion. Verification of the counseling session may result in a reduction of the suspension; however, in no event will the suspension be reduced to less than three (3) days.

Second Violation - a ten (10) day suspension from school and school activities and a recommendation for expulsion.

Selling, Dealing, or Providing Drugs and/or Alcohol - Providing, selling, or in any way, dealing in drug and/or alcohol products will not be permitted in the school building, on school grounds, or at school-sponsored activities. Students in violation of this rule will be reported to legal authorities and face the possibility of arrest. In addition, the following disciplinary actions will be taken for violations of this rule:

First Violation - a ten (10) day suspension from school and school activities and a recommendation for expulsion.

B. Smoking and Tobacco Products - Smoking or the use of other tobacco products is not

permitted in the school building or on the school grounds. Possession of tobacco or tobacco products is not permitted in the school building or on school grounds for students under 18 years of age. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form is prohibited.

First Violation - A one (1) day suspension from school.

Second Violation - A three (3) day suspension from school.

Third Violation - Minimum five (5) day suspension from school.

C. Fighting - is considered unacceptable behavior at anytime.

First Violation - Minimum three (3) day suspension from school.

Second Violation - Minimum five (5) day suspension from school.

Third Violation - Minimum five (5) day suspension and expulsion proceeding may be initiated.

D. Bullying –IC 20-33-8-0.2 Discipline rules adopted by the governing body of a school corporation must 1. Prohibit bullying and 2. include: a) provisions concern education, parental involvement and intervention and b) a detailed procedure for the expedited investigation of incidents of bullying. See full MCS Bullying Plan at MCS website: www.muncie.k12.in.us

1. "Bullying" means (Sec. 0.2) overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- a) places the targeted student in reasonable fear or harm to the targeted student's person or property;
- b) has a substantially detrimental effect on the targeted student's physical or mental health;
- c) has the effect of substantially interfering with the targeted student's academic performance; or
- d) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Added code found: P.L. 106-2005, Sec. 6. Amended by P.L. 285-2-13, Sec. 5.

2. The discipline rules may be applied regardless of the physical location in which the bullying behavior occurred, whenever:

- a) the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and
- b) disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will

investigate all reports of bullying. Reports of bullying can be made to the school's Safety Tip Line at 747-1632.

4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator(s). This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

All schools in the corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school. IC 20-33-8-.02 and IC 20-33-8-13.5

- E. Student Hazing** - The School Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any corporation-sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the corporation shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and corporation employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

- F. Speeding or Reckless Driving** - Speeding or reckless driving on school grounds is prohibited.
- G. Parking** - Parking of cars, bicycles, and other vehicles shall be only in designated areas. Cars improperly parked may be towed away.
- H. Vulgar or Profane Language** - Students are not permitted to use abusive, vulgar, profane, or obscene language - including racial, ethnic, or sexual slurs - on school property or while attending any school activity.
- I. Cheating** - Cheating and plagiarism are prohibited (i.e. including but not limited to sharing of passwords, test protocols, etc.).

- J. Littering** - Cleanliness is everyone's concern. Receptacles for waste are placed on every floor and in the gym. Each student should assume his or her share of responsibility in keeping the school clean and refrain from actions which detract from the cleanliness of the building and grounds.
- K. Recreational Toys** - Recreational toys, including Frisbees, yo-yos, and whistles are not a part of the educational materials required for school. They are not to be brought to school and, if brought to school, will be confiscated. The parent/guardian may be asked to pick up confiscated items. See page 22, #7 regarding a toy that could be interpreted as a gun.
- L. Firecrackers** - Firecrackers and noisemaking devices should not be brought into any school building, onto any school property, or to any school function.
- M. Items including**, but not limited to, laser pointers, pagers, playing cards, dice, lighters, matches, tapes, video games, two-way radios, and cameras are not permitted at school with the exception made for items approved by the teacher and/or the principal. CD players, headphones, tape players, portable radios, I-pods, and other items of a similar nature are to be turned off upon entering the building.
- N. Heelies, roller skates, skate shoes, skateboards, and scooters are prohibited on school property and at school events.**
- O. Vandalism** - Acts of vandalism and defacing or destruction of public property, such as writing on or in lockers, on walls, or in restrooms, will be dealt with accordingly.
- P. Stealing** - Stealing is prohibited and will be dealt with accordingly.
- Q. False Reporting** - Students falsely reporting a "911" emergency, reporting a **bomb threat**, or pulling a fire alarm will face suspension and/or expulsion and will also be reported to local law enforcement authorities.
- R. Inappropriate public display of affection is prohibited.**

Consequences for Failure to Follow Rules of Conduct

The behavior descriptions, sanctions, and their resulting consequences represent the Muncie Community Schools' attempt to provide an adequate notice and ensure fairness in the application of student rules. In some instances, sanctions imposed may exceed the minimums outlined in the student handbook. Prior behavior, extenuating circumstances, and the student's disability may be taken into consideration.

The superintendent, principal or administrative personnel, or any teachers of the corporation shall be authorized to take any action in connection with student behavior, in addition to the actions specifically stated in the Student Handbook, that are reasonably desirable or necessary to help any student to further school purposes or to prevent an interference therewith. These actions may include, but are not limited to the following:

- 1.1 Counseling with a student or group of students
- 1.2 Conference with a parent/guardian or group of parents
- 1.3 Assigning students additional work
- 1.4 Rearranging class schedules
- 1.5 Revoking field trip privileges
- 1.6 Referral to the juvenile court having jurisdiction over the student.
- 1.7 Referral of student by the Director of Extended Services to community service.

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of I.C. 20-33-8, the Board of School Trustees authorizes administrators and staff members to take the following actions:

- A. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** A teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day.
- B. **SCHOOL SUSPENSION - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days. The suspension will be an out-of-school suspension.
- C. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 7 and 17 listed under the Grounds for Suspension and Expulsion in this policy.

Students may be referred to appropriate agencies as necessary.

Grounds for Suspension or Expulsion

- A. The grounds for suspension or expulsion listed below 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;
 3. Traveling to or from school or a school activity, function, or event. Traveling includes the time a student leaves his/her home until the time he/she returns home; or
 4. Attending summer school.
- B. Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of **student misconduct** or **substantial disobedience**, but are not limited to:
 1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school

purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:

- a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under their supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
 3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
 4. 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.
 5. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
 6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
 7. No student shall possess, handle, or transmit a deadly weapon on school grounds or to or from a school-sponsored activity.

The following devices are considered to be deadly weapons as defined in IC 35-41-1-8 (but are not firearms):

- a. A weapon, taser, or electronic stun weapon, equipment, chemical substance, 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.
- b. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
- c. A biological disease, virus, or organism that is capable of causing serious bodily harm.

The penalty for possession of a deadly weapon is up to ten (10) days suspension and expulsion from school for a period of up to one (1) calendar year.

The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

Please note any recreational toy that may be interpreted as a gun including toy guns, water guns, and paintball guns, may result in ten (10) days suspension.

- 8. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
- 9. Possessing, using, transmitting, or being affected by any controlled substance, **prescription drug**, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, **or any paraphernalia used in connection with the listed substances**. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

Exception to Rule 9: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization from the student's physician with the building principal. The written authorization must be filed annually and must include the following information:

- a. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 - b. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - c. The student has been instructed in how to self-administer the prescribed medication.
 - d. The student is authorized to possess and self-administer the prescribed medication.
- 10. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.

11. Failing in a 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.
12. Threatening, intimidating, harassing, or bullying any other student or staff member.
13. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
14. Falsely accusing any person of violating a school rule, and/or a state or federal law (i.e., sexual harassment).
15. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority or teacher authority;
 - c. signing in or clocking in for class and not attending or having another student clock in or sign in for another student;
 - d. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
 - e. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
 - f. failing to tell the truth about any matter under investigation by school personnel;
 - g. or possessing or using a laser pointer or similar device.
16. Knowingly possessing or using on school grounds during school hours an electronic paging device in a situation not related to a school purpose or educational function.
17. Possessing a firearm or a destructive device
 - a. No student shall possess, handle or transmit any firearm or a destructive device on school property or to or from a school-sponsored event.

- b. The following devices are considered to be a firearm under this rule:
- 1.) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - 2.) the frame or receiver of any weapon described above
 - 3.) any firearm muffler or firearm silencer
 - 4.) 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
 - 5.) 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
 - 6.) an antique firearm
 - 7.) a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.
- c. The penalty for possession of a firearm **or a destructive device**: suspension up to ten (10) days and expulsion from school for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction. (I.C. 20-33-8-27)
- d. For purposes of this rule, a destructive device is:
- an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail, or a device that is substantially similar to an item described above,
 - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has bore diameter of more than one-half inch, or
 - a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that, although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
- e. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.
18. A student may be expelled for physically assaulting another student or adult in an

unwarranted attack. A student may be expelled who has to be physically restrained by adults from continuing a fight or who continues with loud, vulgar language.

19. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
20. Possession of a knife on school property, on a school bus, or a special purpose bus is prohibited unless the knife is provided by the school for an authorized school purpose or the person is using the knife for a purpose authorized by school officials. A knife is an instrument that (1) consists of a sharp edged or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and (2) is intended to be used as a weapon. It includes a dagger, dirk, poniard, stiletto, switchblade knife, or gravity knife. It is a criminal offense to recklessly, knowingly, or intentionally possess a knife on school property (unless secured in a motor vehicle), school bus, or special purpose bus. (IC 35-47-5-2.5)
21. In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's 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.**
22. Sending, sharing, possessing or knowingly viewing pictures, text messages, emails, or other material of a sexual nature in electronic or hard-copy form is grounds for suspension and/or expulsion.

CRIMINAL ACTS ON SCHOOL PROPERTY

Any violation of Indiana Code is a criminal act and will be reported to law enforcement officials and students may be placed under arrest.

SAFE SCHOOL/BEHAVIORAL STANDARDS

The Muncie Community Schools is committed to ensuring the safety of all students and staff and recognizes the rights of students to receive an education. The presence of gangs and gang-related activities can cause a substantial disruption or interference with the learning process and other school activities by arousing fear, alarm, resentment, anger, hostility, or violence, thereby creating an intimidating, threatening, or distracting school environment. The Muncie Community Schools will not tolerate and therefore prohibits disruptive, threatening, and intimidating gang-related conduct as follows:

Definitions

Gang is defined as a group of individuals who share a unique name, identifiable marks or

symbols, claim territory or "turf," associate on a regular basis, and engage in antisocial behavior. A gang is any non-school sponsored group whose membership may be secret or exclusive and whose purpose, practices, or intent is to commit violent or illegal acts, or disrupt the academic process.

School-sponsored activity includes any activity including, but not limited to athletic events, school social events, theater productions, vocal or instrumental competitions, and any other interscholastic competitions, club meetings, club activities, field trips, and any other events sponsored, approved, recognized, or paid for, in whole or in part, by the Muncie Community Schools in which the school may be legally liable for the safety and welfare of those participating or attending. Included shall be students arriving or departing from school property for school sponsored activities.

Prohibited Activity

- A. No student, on school property or at any school sponsored activity, shall wear, possess, use, distribute, display, or sell any clothing, medallions, or other jewelry, insignia, emblem, badge, patch, symbol, sign, tattoo (whether permanent or temporary), or other elements which identify a gang or which are evidence of membership or affiliation in any gang or which otherwise disrupts the academic process.
- B. No student, on school property or at any school sponsored activity, shall engage in conduct or use any speech, whether verbal or non-verbal (i.e., gestures, hand signals, handshakes, etc.) showing membership or affiliation in a gang when such conduct or speech is intended to cause disruption, or when one knows or has reason to believe that such conduct or speech arouses fear, alarm, resentment, anger, hostility, or violence.
- C. Students who violate any of the remaining provisions of this policy will be subject to the appropriate disciplinary action up to and including suspension and/or expulsion for any criminal conduct, including but not limited to, trespassing, vandalism, or assault in violation of this section. Depending on the seriousness of the violation under this paragraph, an intervention program may be used to modify any part of a school suspension and/or expulsion ordered by the administration.
- D. No student, on school property or at any school sponsored activity, shall use any speech or commit any act or omission which is disruptive, intimidating, or threatening, including but not limited to, the following gang-related activities:
 - 1. soliciting membership in, or affiliation with, any gang.
 - 2. soliciting any person to pay for "protection" or threatening any person, explicitly or implicitly, with any other illegal or prohibited act.
 - 3. painting, writing, tattooing or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property or personal property of others during school sponsored activities.
 - 4. engaging in violence, extortion, or any illegal act or other violation of school policy.

5. soliciting any person to engage in physical violence against any student or school employee or visitor (whether during school or school sponsored activity or on the way to or from a school-sponsored activity) or inciting others to act with physical violence.
 6. copying or distributing any gang-related material on school property or at school sponsored activities.
 7. marching, congregating, massing together with the intent to disrupt or intimidate when one has reason to believe that such conduct will arouse fear, alarm, resentment, anger, hostility, or violence. Such meetings or congregations are contrary to the purpose of the educational institution.
- E. Any student, while on school property or at a school sponsored activity, who is found to be recruiting another student for gang membership, or who is found to be threatening, insulting, or intimidating another student into joining a gang or preventing another student from getting out of a gang, shall be immediately suspended and/or recommended for expulsion from school.
- F. Any person who is involved in a gang-related attack, or who threatens a gang-related attack, on a student or school employee on school property, or at a school sponsored activity, shall be immediately suspended and recommended for expulsion from school. The parents/guardians and students will be held liable for damages and repair costs to buildings and school property which result from the actions of the student who was involved in gang activity.

Suspension Procedures

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

- A. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 1. a written or oral statement of the charges;
 2. if the student denies the charges, a summary of the evidence against the student will be presented; and,
 3. the student will be provided an opportunity to explain his or her conduct.
- B. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

Out-of-school suspensions remain in effect until the morning of the day students are to return to school. While out-of-school suspensions are in effect, students are not to be on school property or at school events for any reason without the permission of

the principal.

Expulsion Procedures

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

- A. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - 1. legal counsel
 - 2. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
- B. An expulsion will not take place until the student and, in the case of a student under 18 years of age, the parent/guardian are given notice of his (their) right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or the parent/guardian of a student under 18 years of age to request and appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
- C. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
- D. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent/guardian of a student under 18 years of age will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
- E. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student or, in the case of a student under the age of 18, the parent/guardian.

Expulsion Appeal Process

The student or parent/guardian of a student under the age of 18 has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (10) days of the receipt of notice of the action taken. The student or parent/guardian appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent/guardian. The board will then take any action deemed appropriate.

IV. OTHER POLICIES AND REFERENCES

SEXUAL HARASSMENT AND OTHER FORMS OF UNLAWFUL HARASSMENT

It is the policy of the Muncie Community Schools to maintain a learning environment that is free from unlawful harassment of any kind, including harassment on the basis of race, creed, color, sex, religion, national or ethnic origin, age, disability, or status as a disabled veteran or Vietnam era veteran. Unlawful harassment of any student by another student or Corporation employee is a violation of school rules and regulations and is strictly prohibited. Similarly, the Corporation will not tolerate harassment of its students by a third party. Students are encouraged to report any incident of unlawful harassment in which they are involved or have observed immediately to a teacher, a building administrator, the Title IX Coordinator, or the Superintendent and violation of this policy is subject to discipline.

EXAMPLES OF HARASSMENT:

Harassment may include, but is not limited to, the following:

1. Verbal abuse of a sexual nature;
2. Unwelcome touching;
3. Pressure for sexual activity;
4. Suggesting or demanding sexual favors accompanied by implied or explicit threats concerning one's grades or promises of grades;
5. Continued or repeated sexual jokes, language, epithets, flirtation, advances or propositions;
6. Graphic verbal commentary about an individual's body, sexual prowess, or sexual deficiencies, including social life;
7. Sexually degrading or vulgar words to describe an individual;
8. Leering, whistling, touching, pinching, brushing the body, assault, coerced sexual acts or suggestive, insulting or obscene comments or gestures;
9. The display of sexually suggestive objects, pictures, posters, or cartoons;
10. Name calling, relating stories, gossip, comments, or jokes that may be derogatory toward a particular sex;
11. The display of sexually suggestive graffiti;
12. Retaliation against students for complaining about such behavior;
13. Asking questions about sexual conduct or sexual orientation or preferences;
14. Repeated remarks with sexual or demeaning implications;
15. Using or making reference to epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, creed, color, sex, religion, national or ethnic origin, age, disability, or status as a disabled veteran or Vietnam era veteran; and,
16. Publication or circulation of any written or graphic material that defames or shows hostility or aversion toward an individual or group because of race, creed, color, sex, religion, national or ethnic origin, age, disability, or status as a disabled veteran or

Vietnam era veteran and that is placed on walls, bulletin boards, or elsewhere on the Muncie Community Schools premises.

COMPLAINT PROCEDURE

If a student believes he or she has been the victim of unlawful harassment (including sexual harassment) or if a student has questions or concerns about this issue, the student should seek the help of another adult whom he or she can trust, such as a parent/guardian, teacher, counselor, or one of the building administrators. The student or the adult assisting the student may make a written complaint to the building administrator or the Title IX Coordinator of the School Corporation.

Director of Human Resources
Title IX Coordinator
Muncie Community Schools
2500 N. Elgin Street
Muncie, IN 47303
765-747-5225

The student always has the option of reporting the conduct directly to the Superintendent of the School Corporation if he or she prefers.

All complaints of unlawful harassment will be treated seriously. Filing a complaint will not adversely affect a student's grades, nor will the student be discriminated against because of the complaint.

RESPONSIBLE USE POLICY

The Board of School Trustees of the Muncie Community Schools recognizes the importance of computer education and computer access in preparing students for the 21st century. The Muncie Community Schools provides the resources for current technological equipment, professional development and technical support for students, staff, and community to improve achievement. The Board of School Trustees supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. It also recognizes that safeguards must be established to ensure that the Corporation's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects. In a free and democratic society, access to information is a fundamental right of citizenship.

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

by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

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

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

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

The School Corporation has taken precautions to restrict access of inappropriate material and materials harmful to minors. It must be recognized that it is impossible to monitor and/or restrict access to all inappropriate material encountered on the Internet by the student. Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission forms and agreement forms by parents or guardians of minor students (under eighteen [18] years of age) and by students themselves. Parents/guardians will accept responsibility for supervision of their child's actions if and when use is not in a school setting. Uses of electronic mail, chat rooms, and other forms of direct electronic communication will be limited to educational topics and supervised to ensure for the safety and security of minors.

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

The following uses of school-provided Internet access are not permitted:

1. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
2. to transmit obscene, abusive, sexually explicit, or threatening language;
3. to violate any local, state, or federal statute;
4. to vandalize, damage, or disable the property of another individual or organization;
5. to access another individual's materials, information, or files without Permission (hacking);
6. to violate copyright or otherwise use the intellectual property of another individual or organization without permission;
7. to misuse technology equipment in any other manner, not consistent with the mission or policies of the Muncie Community Schools.

Any violation of Corporation policy and rules may result in loss of Corporation-provided

access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The following guidelines are provided to further clarify the responsibilities the user will acquire when given access to corporate technology:

1. All users shall utilize corporation technology tools and the Internet in support of education and research that is consistent with the mission, goals, and objectives of the Muncie Community Schools.
2. All users of corporation technology tools and the Internet shall adhere to the provisions of Public Law 96-517, Section 7 (b), with regard to copyrighted software.
3. Unauthorized copies of any software on computers or networks belonging to the school corporation are prohibited.
4. Installing, copying, altering, or tampering with data files, software programs, networks, or system settings on any school computer is not permitted.
5. Unauthorized persons may not use equipment, software, security passwords, or access codes belonging to the school to access or attempt to access data files, a network, or data systems either in local or remote locations.
6. Network accounts are to be used only by the authorized owner of the account for authorized purposes. User names, passwords, and log-in codes are exclusive to individuals, and that individual is responsible for its proper use at all times. Each staff member, student, or individual has the responsibility for the appropriate use of his/her account and will be held responsible for any policy violations traced to your account.
7. Users of network accounts with access to personal information regarding minors are responsible for preventing unauthorized dissemination of that information.
8. All users of the Internet shall honor copyrights of those who have posted materials on the Internet. Ownership of text, music, software, and other media is protected to the full extent of the law.
9. All users of the Internet must protect their privacy and not reveal personal addresses or phone numbers of other users, and users should not respond to unsolicited online contact. Any user who receives threatening or unwelcome communications should bring them to the attention of an administrator or teacher. Users must be aware that there are many services available on the network or Internet that could potentially be offensive to certain groups of users.
10. Any user identified as a security risk or having a history of problems with the computer system may be denied access to technology tools and/or the Internet.
11. Do not knowingly degrade the performance of the network (e.g., downloading huge files during prime time; sending mass e-mail messages or electronic chain letters).
12. Do not quote personal communications in a public form without the original author's prior consent.
13. Use of the network for any illegal activity is prohibited.
14. Avoid knowingly or inadvertently spreading computer viruses.
15. Use appropriate language. Profane or obscene language is not permitted at any time.

16. Avoid using inflammatory speech. Be courteous and polite.
17. Electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail and appropriate school personnel have the right to monitor use of the Internet, including e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.
18. The corporation is not responsible for unauthorized financial obligations resulting from use of school corporate resources/accounts while accessing the Internet.

Teachers are expected to follow the procedures and securities already in place and to take reasonable precaution to insure proper supervision for students accessing the Internet.

Parents/guardians must sign a consent form for their child to have access to the Internet which recognizes that even though the Corporation's intent is to make Internet access available in order to fulfill its educational goals and objectives, students may find ways to access other material(s) as well. Although the Corporation has installed software and technical systems to regulate Internet access, those precautions cannot guarantee compliance with the Corporation's Responsible Use Policy.

Persons given authorization to access technology equipment belonging to the Muncie Community Schools, including but not limited to parents, substitute personnel, university students, and volunteers, must adhere to all guidelines contained in the Responsible Use Policy, Board Policy, and Administrative Guidelines.

Each school year, at all schools, sessions will be provided to education minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness and response, as required by the Protecting Children in the 21st Century Act.

PARENTS OF STUDENTS IN THE MUNCIE COMMUNITY SCHOOLS SHALL BE PROVIDED WITH THE FOLLOWING INFORMATION:

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

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the District institute technical methods or systems to regulate students' Internet access, those

methods could not guarantee compliance with the District's Responsible use policy. The District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Muncie Community Schools makes the District's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

AFFIRMATIVE ACTION PLAN AND NON-DISCRIMINATION POLICIES

The Muncie Community Schools has adopted a commitment to equal employment opportunity and non-discrimination on its programs and policies regardless of race, creed, religion, color, sex, national origin, handicap, age or status as a disabled veteran or a Vietnam era veteran. In accordance with that commitment and the affirmative action plan for implementing this policy, the Director of Human Resources, 2500 N. Elgin Street, Muncie, Indiana 47303, telephone (765) 747-5225, has been designated to serve as equal employment opportunity officer and coordinator under the Americans with Disabilities Act, Title IX of the Education Amendments of 1972 and Section 504 of the Vocational Rehabilitation Act of 1973.

A complaint procedure has been established for any person who believes there has been a violation, misinterpretation, or misapplication of the policies set forth in the affirmative action plan or in the laws or regulations pursuant to which such policies were established. Such a person may initiate a complaint by filing the same within ten (10) working days after the occurrence of the event forming the basis for the complaint with the Director of Human Resources. Complaint forms and copies of the complaint procedure are available in the office in each of the school buildings of the Muncie Community Schools and at the Anthony Administration Building, 2500 N. Elgin Street, Muncie, Indiana 47303.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians 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/guardians or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian 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/guardian or eligible student believes are inaccurate or misleading.

Parents/guardians or eligible students may ask the Muncie Community School Corporation 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 School Corporation decides not to amend the record as requested by the parent/guardian or eligible student, the School Corporation will notify the parent/guardian 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/guardian 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 which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation 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/guardian 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, the School Corporation discloses, without consent, educational records, including discipline records, to officials of another school district 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 the School Corporation 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
600 Independence Avenue, S.W.
Washington, D. C. 20202-4605

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 or more of the following protected areas ("protected information survey") if the survey is funded in whole or in

part by a program of the U.S. Department of Education (ED) -

1. Political affiliations or beliefs of the student or student's 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 parents; or
8. Income, other than as required by law to determine program eligibility.

-Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

-Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above Marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

STUDENT LOCKERS

Policy --Ownership, Control, and Inspection

All lockers and locks made available for student use belong to Muncie Community Schools. They may be used to store clothes, school books, supplies and personal items necessary for use at school. The lockers are not to be used to store items which do or can interfere with any school purpose or educational function, or to store items which are forbidden by state law or school rules.

The student's use of the locker and lock is subject to the school corporation's ownership and control. Every locker and its contents are subject to search to insure the locker is being used in compliance with the rules established by the School Board.

Searches of individual lockers should be made only when there is a reason to believe that the locker is, or will be, used in violation of such rules. A reasonable belief may be based on a number of factors, including, but not limited to:

1. information received from a teacher, student, law enforcement officer, or a detection device or technique,
2. the past record of the student whose locker is to be inspected,
3. the seriousness of the problem to which the search is directed, such as violence or drug use in the school,
4. the behavior or appearance of the student.

Rules

To carry out the above policy, the School Board adopts the following rules:

1. School's Right of Access

The school corporation shall retain access to all student lockers and the contents thereof. Students may not prevent access to lockers or contents by school officials. Any device to prevent such access may be removed without notice and destroyed.

2. Use of Lockers

Lockers are to be used to store clothes, school books, supplies and personal items necessary for use at school. Lockers shall not be used to store items which do or can interfere with any school purpose or educational function, or which are forbidden by state law or school rules, including, but

not limited to, such things as marijuana, drugs (other than medicine for which a student has a current prescription or common cold or headache medicine sold over the counter), drug paraphernalia, beverage containing alcohol, a weapon, any flammable substance, a bomb or explosive device, any pungent acid or nauseous material, unreturned gym or athletic equipment, stolen items, obscene material, or cigarettes. Students will be expected to keep their lockers in a clean and orderly manner.

SEARCH AND SEIZURE

Locker Searches

1. Authority to Search

- a. Each locker and its contents are subject to search by the school principal or a member of the administrative staff to insure compliance with rules established by the School Board.
- b. Except in the case of a general search before making a search on a particular locker, the student or students to whom the locker has been assigned, if present on the school premises, shall, where possible, be given the opportunity to be present during the search, unless circumstances require that the search be made without delay.

Whenever a particular locker is searched without the student's presence, the principal or his/her designee shall notify the student of the search as soon as practicable.

2. General Searches

- a. A search of all lockers in a school, or all lockers in a particular area of a school, may be conducted if the principal, superintendent or chief academic officer reasonably believes that such an inspection is necessary to avoid or stop:
 - (1) an interference with a school purpose or an educational function
 - (2) physical injury or illness
 - (3) damage to property
 - (4) a violation of state law or school rules, or for any other reason which indicates the need for such a search. Some examples of circumstances justifying a general inspection of a number of lockers are:
 - a. A bomb threat,
 - b. Evidence of a broad use of alcohol or a drug,
 - c. At mid-term, end of grading period, and before school holidays to check for missing or overdue library books, lab chemicals or school equipment,
 - d. Evidence that weapons are being stored in the lockers.

If a general search of a number of lockers is necessary, then all lockers in the defined search area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

3. Disposal of Confiscated Contraband

Any item that is found in the course of a search that is evidence of a violation of a school rule or of a law may be disposed of in the same manner as provided in the rules pertaining to Student Search and Seizure.

4. Involvement of Law Enforcement Officials

- a. The principal, superintendent or chief academic officer may request the assistance of law enforcement officials to assist in searching any locker and its contents:
 - (1) to identify substances which may be found in the lockers.
 - (2) to protect the health and safety of persons or property.
- b. If a law enforcement official requests to search a student's locker or its contents, the principal shall require the production of a search warrant before allowing such official to inspect.
- c. If a law enforcement official requests the principal to search a locker or its contents for or in behalf of that official, the request shall be denied.

5. Locker Cleaning

Nothing in these rules shall have any effect upon locker cleaning by custodians. All lockers will be cleaned by the custodial staff from time to time in accordance with general housekeeping practices and the locker of any student no longer enrolled in the school will also be cleaned. (I.C. 20-33-8-32)

STUDENT SEARCH AND SEIZURE

Policy

Principals, teachers, and staff are charged not only with furthering the education of students but also with protecting the health and safety of students while they are at school. These responsibilities obligate school officials to control students' behavior and the items they are allowed to possess on school premises. Such objects may range from the relatively innocuous -- a water pistol used to disrupt the class -- to things which pose a real danger to the student and others.

Therefore, a student's interest in privacy must be balanced against the need that searches may be made where reasonably necessary to maintain order, discipline, safety and supervision in the school and to fulfill the duties of the schools to protect the health and safety of their students. In furtherance of the foregoing policy, the rules set forth below are hereby adopted.

Rules

- A. A search of a student by a teacher or other school official will be justified at its inception when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Such a search will be permissible in its scope when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.
- B. Any item that is found in the course of a search that is evidence of a violation of a school rule or of a law may be:
 - 1. Held and admitted as evidence in any suspension or expulsion proceeding. Such an item is to be tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing,
 - 2. Returned to the parent/guardian of the student from whom it was seized,
 - 3. Destroyed if it has no significant value, or
 - 4. Turned over to any law enforcement officer.

SEARCH AND SEIZURE PRINCIPLES

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.

In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

School Property

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a corporation administrator by the use of a lock or other device.

Student Person and Possession

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others.

Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent/guardian shall be notified of the search within twenty-four (24) hours if possible.

Searches, pursuant to this policy, shall also be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-33-8-14.

Use of Breath-Test Instrument

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level since the Board has established a zero tolerance for alcohol use.

Vehicle Searches

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle operated or parked on school property.

Assistance of Law Enforcement Agency

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy.

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

Videotaping

Videotaping may be used as a tool for security purposes.

Hand-Held Metal Detectors

Administrators are authorized to arrange for the search of a student with a hand-held metal detector for the purpose of determining if the student is in possession of a weapon. A positive result from the use of the wand may itself create reasonable suspicion that the student is in possession of some item of contraband and may justify asking the student to empty his or her pockets, open a bag or pack, submit to a frisk, or otherwise permit further search.

Documentation of Search and Seizure

The Superintendent shall promptly record in writing the following information for each search pursuant to this policy:

- A. the information upon which the search was based
- B. the time, date, location, students, or places searched, and persons present
- C. a description of any item seized and its disposition
- D. the time and date of notice to the parent/guardian in the case of the search of the person of a student.

The Superintendent shall prepare administrative guidelines to implement this policy.

Adopted on August 6, 2002

Amended June 24, 2003, June 22, 2004, June 28, 2005, June 13, 2006, June 12, 2007, June 24, 2008, June 23, 2009, June 22, 2010, May 10, 2011, June 12, 2012, June 11, 2013, June 10, 2014, June 9, 2015, June 14, 2016.

**MUNCIE COMMUNITY SCHOOLS
2500 N. Elgin Street
Muncie, IN 47303**

**RESPONSIBLE USE POLICY COMMITMENT
COMPUTER TECHNOLOGY AND NETWORKS**

Student

I, _____, understand and will abide by the attached Responsible Use Policy. I further understand that any violation of the policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

Signed: _____

Dated: _____

Parent/Guardian

I have read the Responsible Use Policy and understand that use of the Internet is a privilege that is designed for educational purposes. I further understand that the Muncie Community Schools Corporation has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the Muncie Community Schools Corporation to monitor/restrict access to inappropriate materials and I will not hold them responsible for materials acquired on the network. I understand that my child should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers will always be public. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that my child is acting responsibly. Further, I accept full responsibility for supervision of my child's actions if and when use is not in a school setting and understand that the school corporation will not be responsible for unauthorized financial obligations resulting from corporation-provided access to the Internet.

I acknowledge receipt of the Responsible Use Policy and all contents therein. This Responsible Use Policy will be in effect from the date accompanying the signature below throughout my child's enrollment in the Muncie Community Schools.

I hereby give permission to issue an account for my child and certify the information on this form is correct.

Signed: _____

Dated: _____

Muncie Community Schools

2500 N. Elgin Street
Muncie, IN 47303

CONSENT TO BROADCAST OR PUBLISH

I, _____, as the student's parent or guardian of the student mentioned below, consent to the use of the student's name, likeness or voice in a broadcast or publication on the internet, website or videotape, photographs, recordings, or interviews at Muncie Community Schools while participating in a school program, activity or extra-curricular event, including, but not limited to:

Muncie Community Schools' Corporation and Schools publications; newsletters, and brochures
Muncie Community Schools Comcast Cable Channel
The (Muncie) Star Press
Ball State University's WIPB, WBST, Newslink IN
On some occasion, Indianapolis and other television news media.

This consent includes permission for any rebroadcast, republication, display, distribution, or use of media for the purpose of providing information to the public about the Muncie Community Schools or an individual school program or activity or for any other educational purpose. The undersigned waives any claim of ownership or copyright of the material used for media purposes.

PARENTAL CONSENT FOR STUDENT

I certify that I am the parent/guardian of _____, and I agree to the terms of this Consent.

Date: _____
(Parent/Guardian)

School: _____
(Street Address)

(City, State, Zip) (Phone)

ADULT STUDENT CONSENT

I certify that I am an emancipated student over eighteen (18) years of age and I agree to the terms of the Consent.

Date: _____
(Student)

School: _____
(Street Address)

(City, State, Zip) (Phone)

Denial of Permission to Release Student Directory Information to Recruiting Representatives of the Military Services and Military Academies

Dear Parent and Student:

Student directory information as defined below, must be released to any recruiting representative of any military service or academy who requests it **unless** the parent or student provides a written request stating no student directory information is to be given to a military recruiting representative. If you do not want this directory information released to any military recruiting representative, please fill out the form below and return it to the principal's office. Thank you.

Student Directory Information is defined as follows:

1. Name of student
2. Address
3. Telephone number(s), if listed or published

_____ The release of Student Directory Information to all military recruiting representatives is denied unless my written permission is given to release such information to a military recruiting representative.

Name of Student

School

Parents Signature

Date

Students Signature

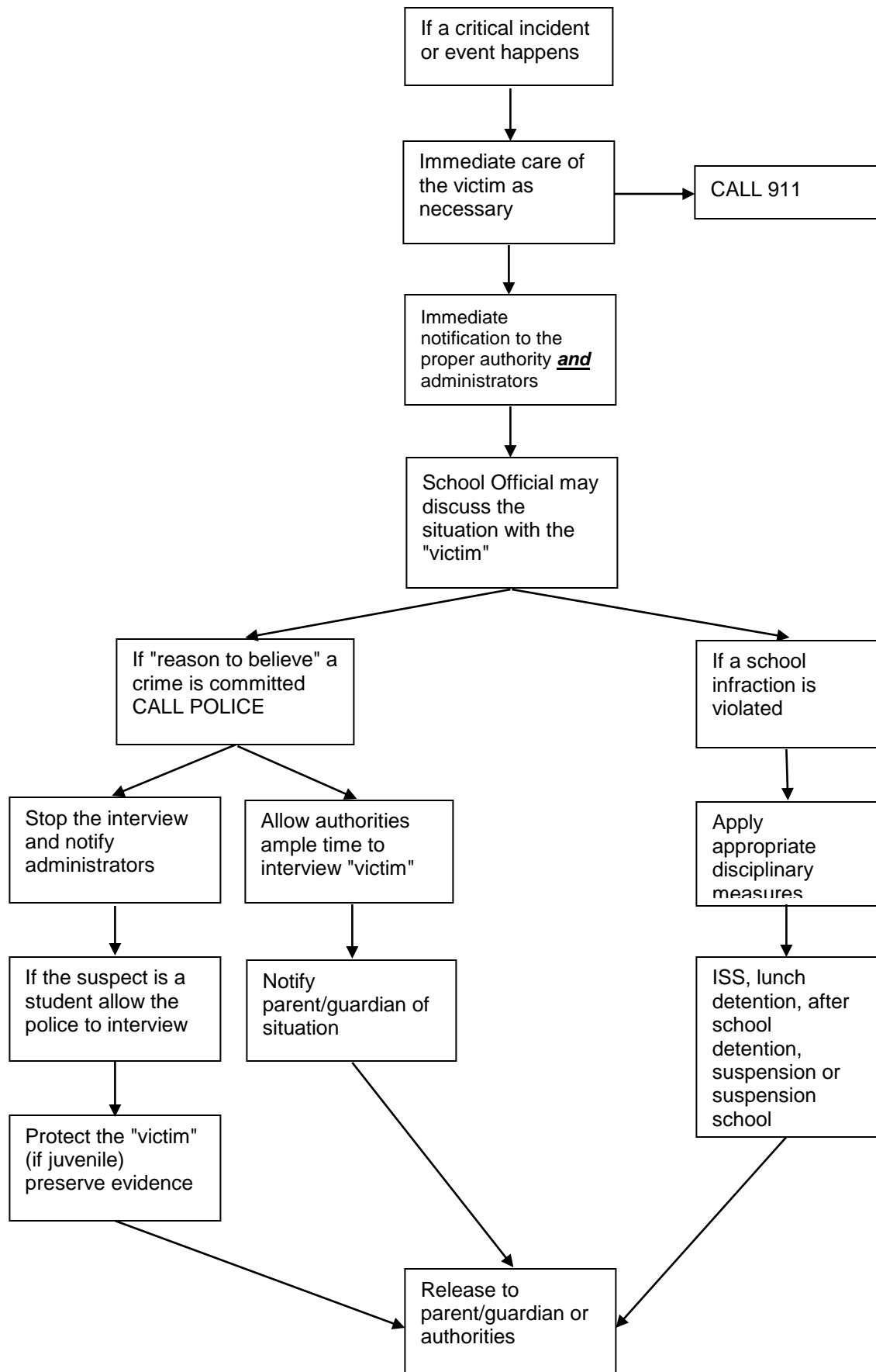
Date



Muncie Community Schools

Action Plan For Security Enhancement

Date of Implementation – March 1, 2011
Revised July 2017



Critical Incident Reporting Guidelines

Immediate care to the victim as well as immediate notification to the police is the building level administrator's first obligation in reporting a serious crime or event. If a member of the student body, faculty, or staff reports that a crime or serious incident has been committed against them personally, either in written or verbal form, school administrators will immediately call the police and Child Protective Services if a juvenile student is involved. After the police and Child Protective Services have been contacted the building level administrators will facilitate the ability for the victim to make a case (police) report. Allow the victim and witnesses time to be interviewed and begin the reporting process with the appropriate authorities.

This guideline is not an all-inclusive listing of offenses possible in the event that a serious criminal incident has occurred. Crimes such as committing serious bodily harm to a person, assault of a person, possession of a weapon, possession of drugs or alcohol or being under the influence of drugs or alcohol while on Muncie Community Schools' property will be reported to the police. Notification of the administration in these cases will be as follows:

#1	Superintendent	(747-5208)
#2	Assistant Superintendent	(747-5225)
#3	Chief of Security & Operations	(254 4802)
#4	Director of Secondary Education	(747-5203)
#5	Director of Elementary Education	(747-5449)

The building administrator (or their designee) will be responsible to make the initial notification to the first person that can be contacted on the list. Once a person has been reached, that person will continue with the notifications. Make a person-to-person contact. Don't rely on voice mail or e-mail.

In case a victim may need immediate medical attention, personnel will summon the nurse and call 911 and request for aid and assistance. Remember the victim is also considered evidence and must be attended to with care. Do not attempt to move or remove a victim who is incapacitated or unconscious. Allow the victim to remain where they are (unless there is imminent danger in doing so) and reassure them that the necessary emergency service is enroute. Help to provide adequate, accessible space surrounding the victim and assist in keeping onlookers away from the immediate area.

If the situation mandates, school administrators should secure the area where evidence of a crime might be retrieved or preserved, allow authorities access to any such area(s), and give assistance to preserve the location until such time as the investigating authorities allow the area(s) to be reopened and accessible. When pertinent evidence regarding the situation being investigated is received by any person, that evidence must be preserved and custody of such items or materials will be given to investigating authorities for preservation.

Once a complainant conveys either in writing or verbally that a crime against them has been alleged, any further questioning by school administrators should cease and an administrator will immediately call the police and Child Protective Services if a student is involved. The person who received the complaint or report may then be considered a witness for statement purposes. A witness may be asked to give a written statement to investigating authorities as a necessary step to aid in the course of an investigation.

Any media questions, comments, or remarks, should be referred to the Superintendent's office.

Action Plan for Security Enhancement by the Muncie Community Schools

I. MUNCIE COMMUNITY SCHOOLS' POSITION STATEMENT

A. Administrative Endorsement

The mission of the Muncie Community Schools is to provide a quality educational environment that allow every student to maximize his or her potential and, upon graduation, possess the basic skills necessary to be a positive, productive, contributing member of society.

We recognize the safety of staff, students and parents will be our highest priority.

Students should show courtesy, dignity and respect for all school faculty, staff and each other throughout the school year promoting a safe and secure learning atmosphere.

B. Faculty and Staff Involvement

Faculty and staff will continue to be included as a vital and necessary component for a continuing sense of a safe school environment. In-service presentations, workshops, and peer group information-sharing sessions will include security officers.

C. Parent and Student Acceptance

Community outreach invitations will be extended so that parents and students may offer thoughts and suggestions for improving a safe school environment. Efforts will be made to partner with local law enforcement agencies, community organizations, and local youth services to constantly nurture a wholesome and secure learning environment.

II. ROLE OF SECURITY OFFICERS IN THE MUNCIE COMMUNITY SCHOOLS

A. Officer Presence

Security officers will be liaisons between the Muncie Police Department and school principals, faculty, and students. Security officers may work closely with parents, students, and members of the community to enhance a sense of safety, order, and manageability in the buildings. Security officers establish a police presence in schools to deter acts of terrorism, violence, or vandalism in the schools. Officers will provide law enforcement and police services. Officers may be requested to investigate allegations of criminal incidents according to their individual department guidelines and make appropriate referrals to juvenile authorities, governmental agencies, and youth service organizations.

B. Student / Officer Interaction

Security officers are encouraged to interact with students to develop a rapport and serve as a trusted authority figure with which students might confide valuable information regarding safety and security issues. Officers will be positive role models promoting the profession of law enforcement and police officers. Promoting the school corporation's mission, officers will increase their visibility and accessibility in the individual buildings and the school community.

C. Security Officer as Role Model and Mentor

Security officers will be in approved attire while working for the school corporation. Officers will conduct themselves in such a manner as to convey a sense of authority and professionalism enhancing the school staff in situations which may cause legal intervention. Security officers should be approachable, courteous and convey a sense of understanding to students and parents who may need to communicate safety concerns to someone.

D. Duties and Responsibilities of Security Officers

1. Officers will routinely patrol the outer perimeter of the school security building and parking lots to ensure outer doors and entrances are secure at all times. Security officers will assist in hallway supervision during passing periods and during class times, assist in dining area security, patrol hallways, restrooms, unoccupied classroom spaces and inconspicuous areas of the building. Security officers may be asked to perform the duties of a police officer regarding report preparation, requesting juvenile probation assistance or other community-based service organization intervention for youth.

The following statements represent expectations/guidelines related to the execution of duties by police officers and deputy sheriffs while working security assignments in the public schools. Officers should help schools maintain a safe environment by providing assistance to make sure students respond appropriately to school officials.

1. Officers are required to follow all guidelines relating to all rules and regulations, policies, and procedures adopted by this action plan.
2. When a suspected crime has been committed on school property, the school security officer has the responsibility to consider all administrative options available to the officer, as well as state statute requirements to then make a decision whether an arrest is appropriate or not.
3. Permission from school administrators to make an arrest is unnecessary when a crime has been committed; however, officers are expected to continue to exercise good judgment prior to placing a student or an adult under arrest. The building administrator(s) will assume a support role once a student or adult is placed under arrest.
4. School administrators may request or offer an opinion regarding a potential arrest: however, the school administrator may not order an officer to make an arrest or not to make an arrest.
 - a. Under Indiana law, a person who obstructs or interferes with a law enforcement

officer while the officer is engaged in the execution of his duties commits the crime of Resisting Law Enforcement, a class A Misdemeanor. Therefore, any school administrator, employee, agent, or student who obstructs, interferes with or prevents the arrest of a student or another person, or otherwise obstructs or interferes with a law enforcement officer's duties in any way may be subject to immediate arrest by that officer and formal prosecution by the Delaware County Prosecutor's Office for the criminal offense of Resisting Law Enforcement.

- b. It is also a criminal offense to aid, induce, or cause another person to commit a criminal offense. Any administrator, employee, agent, or student who aids, induces, or causes a fellow administrator, employee, agent, or student to obstruct or interfere with a law enforcement officer may also be subject to immediate arrest and prosecution for the criminal offense of Resisting Law Enforcement.
5. School administrators should provide the officer with factual information regarding incidents; the officer shall determine whether arrests are to be made.
6. Officers may not question a student once the student becomes a criminal suspect without the permission of the parent/guardian. The officer may take statements from witnesses and should obtain written documentation from school administrators as appropriate.
7. When making an arrest, the officer will complete a case report/juvenile referral form. Juvenile Probation must be called for detention approval prior to transport to the Detention Center by the arresting officer.
8. The school security officer will determine whether the student should be:
 - a. released from the school to the parent/guardian;
 - b. transported to the Juvenile Probation Office; or
 - c. detained in the Juvenile Detention Center and then notify the Delaware County Juvenile Probation Department.
9. School administrators may refer parents with questions regarding an arrest to officials at the Juvenile Probation Office or the officer involved in the incident.
10. Officers and school administrators should avoid telling students they have a choice concerning whether the incident will be resolved as a police matter or as a school matter. When a crime is committed, there is no choice.
11. Students involved in a fight on school property could be arrested, upon Juvenile Probation approval, in any of the following circumstances:
 - a. Determination by an officer that probable cause exists to believe a criminal act has been committed.
 - b. The fight is premeditated.
 - c. The fight is a vicious, unwarranted attack.

- d. The student does not respond appropriately to the attempts by adults to intervene.
 - e. The student has received a specific warning not to harm the victim.
12. Students in possession of contraband items or a firearm, knife, handmade weapon(s) or exploding devices at school will be subject to all school rules and consequences. Officers will address each incident in accord with the Indiana Criminal Code.

III. FUTURE GOALS AND OBJECTIVES

A. Additional Audio/Video Monitoring

Video monitoring has already been introduced at the building level in all primary and secondary schools. Funding initiatives will be sought to install additional video, as well as some audio monitoring as necessary or advantageous throughout the school system as acquisitions can be made in the future.

B. Security Officers Training and In-Service Training

Newly hired and current security officers will receive training applicable to school security issues. In-service training will be initiated throughout the school year for the security officer's continuing education. Security officers will train in school policies and procedures, student code of conduct and building rules, policies and procedures.

C. Local Agency Participation

The Muncie Community Schools Board of School Trustees will utilize and consult with the following agencies and appreciate their spirit of cooperation.

The Delaware County Prosecutor, City of Muncie Police Department and the Delaware County Sheriff's Office, Delaware County CASA Program, Indiana Department of Child Protective Services/Delaware County, The Community Foundation of Muncie & Delaware County, Inc., Prevent Child Abuse Council of Delaware County, and Family Services of Delaware County

The Muncie Community Schools will continue to participate in the interagency meetings as a means to have continued dialogue with the juvenile judge, prosecutor and juvenile probation. The Muncie Community Schools recognizes the importance of the utilization of these resources that *cannot* be overlooked.

Realizing there are immediate and future goals and objectives, the Muncie Community Schools will initiate this action plan in an effort to enhance and evolve the present security program to be more effective to further promote the safety and security of students, faculty, and staff of the school corporation. It is the intent of the Muncie Community Schools to provide a safe learning environment for all students and a sense of safety and security for all individuals.

Critical Incident Reporting Procedure

Involved Teacher/Staff/Administrator

1. Give the complainant time to report the situation.
 - a. Who is the "victim?"
 - b. What happened?
 - c. When did the event occur?
 - d. Where did the incident happen?
 1. On school property?
 2. Going to or coming from school?
 - e. How did the situation happen?
 1. Spontaneous event? Participants known?
 2. On-going situation.
 3. How many individuals were involved?
 4. Is the complainant seriously injured?
 - f. Why did the situation occur?
 1. Harassment
 2. Bullying
 3. Intimidation
 - g. Seek out an administrator

STOP THE INTERVIEW IF YOU BELIEVE A CRIME HAS OR MAY HAVE BEEN COMMITTED. FOLLOW THE CRITICAL INCIDENT GUIDELINES.

1. If the complainant is injured, seek medical assistance from the nurse.
2. Relay the pertinent information regarding the situation to an administrator.
3. If any of the following details are involved, CALL POLICE or CHILD PROTECTIVE SERVICES IMMEDIATELY;
 - a. Serious bodily harm or injury
 - b. Assault of a person
 - c. Incident involving a weapon such as a gun, knife, or handmade weapon
 - d. Possession of drugs or alcohol
 - e. Being under the influence of drugs or alcohol
4. If the complainant is able, have them begin to write out a narrative of the event.
5. DO NOT leave the complainant/victim unattended. Wait for a responsible party or authorities to arrive.

Principal:

1. Report to the scene immediately.
2. Instruct secretary to call the nurse if necessary.
3. Instruct the secretary to call 911 if necessary.
4. Instruct the assistant principal, secretary, or a staff member to make notifications of the situation to:

#1 Superintendent	(747-5208)
#2 Assistant Superintendent	(747-5225)
#3 Director of Security	(254-4802)
#4 Director of Secondary Education	(747-5203)
#5 Director of Elementary Education	(747-5207)
#6 Director of Special Education	(747-5449)

The building administrator (or their designee) will be responsible to make the initial notification, or continue to pursue the notification process until such time that one of the above officers has contacted the Superintendent's office and made him/her aware of such situations.

Assistant Principal:

1. Report to the scene or designated location in absence of principal.
2. Report to the office or the scene or as directed immediately.
3. Continue to supervise regular building activities.
4. Call Administration building with updates if directed to.

Secretary:

1. Contact 911 if directed.
2. Contact injured person's physician if directed.
3. Stay in contact with administrators.
4. Call the nurse if injury is involved.
5. Contact any support staff as requested, tape identification on the injured with child's name and parents' names and phone numbers assisting the nurse if necessary.

Nurse:

1. Report to the scene or the designated location.
2. Take first aid kit.
3. If anyone is seriously injured and needs to be transported for treatment, place tape identification on injured with the person's name and parents' name and phone number(s).
4. If more than one person is transported, keep a list of injured so that "Injury to Student" reports can be completed.
5. Notify parents as soon as possible.

Counselor:

1. Report to the scene or a designated location.
2. Assist principal or assistant principal as directed.
3. Contact parents / family of injured person if directed by the principal or nurse.

4. Help with distraught siblings, family or staff.

Custodian:

1. Report to the scene or designated location if requested.
2. In certain situations assist with lock-down procedures.
3. Assist administrators and staff accordingly.

Other Teachers / Staff:

1. Remain with students and maintain normal schedule.
2. Keep children calm. If they ask, reassure them that the situation is being handled.

MUNCIE COMMUNITY SCHOOLS
STUDENT iPad/Chromebook Procedures
Applies to MCS Students Bringing MCS iPad/Chromebook on MACC Property

The Muncie Community Schools (MCS) has a 1:1 technology program. This is truly a unique opportunity to learn using the tools that will be routine in post high school education and the workforce. Students issued iPad/Chromebook are expected to have them at school each day. If, for some reason, a student loses his/her privilege to have an iPad/Chromebook, he/she will complete work without the device.

Responsibility. Muncie Community Schools distribute iPad/Chromebook to all students in Grades 6-12. MCS will maintain ownership of the iPad/Chromebook throughout the student's enrollment with the Muncie Community Schools. While MCS owns each iPad/Chromebook, students are responsible for the care and maintenance of the device. The same iPad/Chromebook will be issued to the student throughout their enrollment in middle school and/or high school. To clarify, a student will be issued the same iPad/Chromebook for up to four years, depending on his/her year in school. The Responsible Use Policy (RUP) applies to each student and the iPad/Chromebook Agreement must be signed by a parent/guardian before the iPad/Chromebook is distributed.

Students are responsible for maintaining the iPad/Chromebook. Proper use and maintenance of the iPad/Chromebook include:

- keeping the iPad/Chromebook in the MCS case at all times
- keeping the screen free from scratches
- maintaining the battery, ensuring that the iPad/Chromebook is charged for the school day
- keeping the iPad/Chromebook in a secure location
- bringing the iPad/Chromebook to all classes or securely storing when necessary or instructed to do so
- failing to bring their iPad/Chromebook to school will **not** excuse the student from any class assignments
- repeatedly leaving the iPad/Chromebook at home may result in the temporary loss of iPad/Chromebook privileges/possession
- malfunctioning or damaged iPad/Chromebook must be reported to the principal/school personnel or the technology department immediately
- intentionally damaging, abusing and/or misusing the iPad/Chromebook will result in disciplinary action
- returning the iPad/Chromebook cover with normal wear and no alterations
- responsibility for the entire cost of the repairs to iPad/Chromebook that are damaged intentionally

Apps, Files, Syncing and More

- The iPad/Chromebook will be synced to a MCS account. MCS will maintain the required apps on the iPad/Chromebook and cover all expenses for those apps. Middle and High school students will have access to the app store.
- Periodic inspection of iPad/Chromebook will be conducted by school personnel to ensure that no inappropriate apps are installed. Inappropriate apps will be removed and disciplinary action will be taken. The school/district does not accept responsibility for lost documents due to a reformat.
- iPad/Chromebook must be surrendered immediately upon request by school personnel.
- The apps originally installed by the district must remain on the iPad/Chromebook in usable condition and easily accessible at all times.
- iPad/Chromebook must be closed in hallway.
- Students may be required to turn in their iPad/Chromebook for upgrades, syncing or maintenance
- Students are allowed to connect to wireless networks on their iPad/Chromebook. This will assist them with iPad/Chromebook use while not on school property. Printing at home will require a wireless printer (not provided by MCS), proper settings on the iPad/Chromebook, and the correct app.
- Correct procedures for saving and transferring a file to and from the iPad/Chromebook will be covered will be given to the student when needed. This process may vary from one teacher to another
- Social networking may only be used for curriculum purposes. The necessity for 'social networking/communication' is being monitored and evaluated for student use. This is an evolving subject.
- DO NOT push the reset button in 'Settings'
- DO NOT PLUG into devices at home.
- Carry your iPad/Chromebook as you should carry a book.

Use at School

- Students are required to have their iPad/Chromebook at school every day. The iPad/Chromebook should be charged and ready for a full day's use. The teacher will manage the use of the iPad/Chromebook in the classroom. iPad/Chromebook may be used before and after school for educational purposes.
- Camera: Inappropriate use of the camera or any recording function as stated in our RUP and Student Handbooks will result in disciplinary and/or legal action, plus loss of use.

Use at Home

- Parents are encouraged to set parameters regarding iPad/Chromebook use at home. The iPad/Chromebook is a WiFi enabled device and is capable of accessing the internet when wireless networks are available. Internet access is an important part of the functionality of the iPad/Chromebook. Every effort will be made to create homework that can be completed on a home computer or on the iPad/Chromebook. When necessary, a student's internet history will be logged and reviewed by MCS.
- Parents must be diligent to enforce the RUP and the iPad/Chromebook Procedures when students are using the iPad/Chromebook at home.
- Use at home is expected to be handled by the parents.

Misuse of iPad/Chromebook

- As is the case with all technology, there is the potential that the iPad/Chromebook can be used in inappropriate ways. While on the internet, MCS will provide internet filtering for the device and when at school, personnel will monitor to ensure the device is used properly. The consequences of misuse at school will be handled accordingly. The following student or parent activities are prohibited:
 - Any action that violates school policy
 - Any form of cyber-Bullying is PROHIBITED!
 - Transmitting, accessing, uploading, downloading, or distributing offensive, profane, pornographic, obscene, or sexually explicit materials
 - Hacking or erasing the iPad/Chromebook in any way. Violation of this will result in a fee charge to reimage the iPad/Chromebook
 - Use of chat rooms, sites selling term papers, book reports and other forms of student work
 - Changing of iPad/Chromebook settings (exceptions include personal settings such as font size, brightness, etc.)
 - Spamming-Sending mass or inappropriate emails
 - Gaining access to other students' accounts, files, and/or data
 - Vandalism to hardware, software or data
 - Bypassing the MCS web filter through a web proxy

Legal Guidelines

- All rights to privacy of information stored on the iPad/Chromebook are waived by the user. MCS may review files and communications on the iPad/Chromebook to ensure that the iPad/Chromebook is being used in accordance with applicable policies and laws.
- MCS provides the iPad/Chromebook as is and without warranties, expressed or implied, as to merchantability, fitness for a particular purpose or otherwise, except as provided herein. MCS is not responsible for any financial obligations incurred through access to the Internet on the iPad/Chromebook.
- All students will comply with trademark and copyright laws and all license agreements.
- Plagiarism is a violation of the MCS RUP. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Violation of applicable state or federal laws will result in criminal prosecution or disciplinary action by the district.

Returning Your iPad/Chromebook

- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at MCS for any other reason must return their individual school iPad/Chromebook on the date of termination. - Annually 12th grade students will turn in their iPad/Chromebook before graduation.
- The student will pay the replacement cost of the iPad/Chromebook, or, if applicable, any insurance deductible. Failure to return the iPad/Chromebook when requested will result in a theft report being filed with the Muncie Police Department. Furthermore, the student will be responsible for any damage to the iPad/Chromebook, consistent with MCS's iPad/Chromebook Insurance Policy and must return the computer and accessories to the Technology office or school principal.

Summer

- iPad/Chromebooks will be returned to the district prior to summer dismissal.

iPad/Chromebook Insurance

- Muncie Community Schools' families have the option to purchase insurance through the school as part of the iPad/Chromebook 1:1 program. All families are encouraged to participate in the insurance option but are not required. Families who do not purchase insurance are responsible for the full replacement cost of the iPad/Chromebook.