



**Northwest  
Allen County  
Schools**

**Middle School Student Handbook  
2023-2024**

**CARROLL MIDDLE SCHOOL/MAPLE CREEK MIDDLE SCHOOL  
SCHOOL POLICIES 2023-2024**

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## ATTENDANCE

Good attendance is a vital component of the total educational process. It is the position of Carroll Middle School/Maple Creek Middle School that every class meeting is important and that anything less than perfect attendance will have a detrimental effect on the individual student and his/her grade.

During a regular school day, first period will begin at 8:45am and students will be dismissed from school at 3:40pm. The front doors of the building will be unlocked for students to enter the foyer at 8:15am, and actual entrance into the building will occur at 8:30am.

When a student is absent, a parent phone call must be received by 9:00 am on the day of the absence. **Parents from CMS should contact 637-5159. Parents from MCMS should contact 338-0802. A message may be left on school voice mail 24 hours a day.**

Every attempt should be made to schedule appointments after school hours. Students are expected to attend school before and after appointments when time permits. Absences from school for medical or legal reasons need to be verified with a written statement from a licensed medical practitioner or legal counsel or official with whom the student met. Upon return to school the student must present this written verification to the office secretary before returning to class. Failure to do so may result in the absence being undocumented. The school may require medical notes for ongoing medical problems requiring frequent absence.

Students who are ill for the full school day should not be at school functions that day or evening. If a student arrives to school by 11:20 A.M., the student may attend or participate in a school function later that day. Students must sign in at the attendance office upon arrival to school.

### Attendance

#### **Limited Absence Policy**

Attendance is recorded for each class period. Carroll Middle School/Maple Creek Middle School limits the number of times a student may be absent from a class/school. Absences will be denoted as DOCUMENTED or UNDOCUMENTED. If a student accumulates more than 15 undocumented absences in a school year, then he/she may be referred to the juvenile court. Also, students missing five consecutive days must present a medical statement upon return to school.

#### **Exempt**

Indiana Code 20-33-2 recognize the following reasons for days missed counted as present: (1) working as a page in the state legislature, (2) working as an official at the election polls, (3) student is subpoenaed to appear in court, (4) Student is called to active duty with the National Guard or Civil Air Patrol, (5) Participation in the Indiana State Fair by him/herself or a sibling.

#### **Documented**

Local policies recognize the following reasons for a documented absence: (1) personal medical or dental appointments with appropriate verification stating that the student was seen at said office, or sent home by the school nurse (2) religious holidays, (3) legal obligations with appropriate documentation or (4) attendance at the funeral of family, friends or relatives. **All documentation related to personal medical, dental appointments, and/or legal obligations must be submitted to the Attendance Secretary within three school days in order to be considered documented.**

The principal or his/her designee may consider other situations when extenuating circumstances arise.

#### **Undocumented**

**MCMS/CMS does not encourage students to miss classroom instruction or assignments, or the opportunity for individual attention. Undocumented absences are those that are not accompanied by documentation such as parent call for illness, vacation, car trouble, non-verified appointment, or any other absence that does not fall under the documented or exempt sections above. Please limit vacation days to normal school holidays. The school recognizes that there may be unusual circumstances, emergencies, or opportunities for which a parent feels that the student must miss school. If an unusual circumstance arises for a family, the principal or his designee will make a determination in regard to absences and work missed. The school encourages the parent and student to pre-arrange family days with the attendance office as well as all teachers. The following applies to family days:**

- 1) Make-up work and tests should be completed prior to the absence when possible or upon the first day of the student's return to school.
- 2) **Students are not to be absent during the last 5 days of the semester or during state testing.**

Students are responsible for gathering missed work on their first day back to school. All work is due the following day unless other arrangements have been made with the teacher.

**A student who is chronically absent, by having undocumented absences from school for more than fifteen (15) days of school in one school year, will be defined as Habitually Truant (IC 20-33-2-11) and referred to the juvenile court.**

### **Late to School**

Students tardy to the first class of the day will be considered late to school and are subject to the following:  
3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> late to school – detention  
6<sup>th</sup> late to school (and beyond) – Saturday school

The Late to School count starts over at the beginning of each semester.

Students that are late to school must report to the office to sign-in. Any time missed from class due to being late to school is unexcused. Illness is not an excuse for recurring tardiness or being late to school.

### **BOOK BAGS**

Students are allowed to carry book bags to and from school *only*. During the school day, book bags must be kept in the student's locker. Backpacks, bags, or purses are not permitted during the school day.

### **BUS RIDERS**

All bus riders are expected to ride the bus BOTH ways daily, unless the driver AND the school have been informed differently. Any items which are carried onto the bus must be small enough to be secured on your lap.

Arrangements for a child to go home with a friend should be made through the respective home, and not the school phone. A NOTE APPROVED BY THE OFFICE MUST BE GIVEN TO THE BUS DRIVER IN ORDER FOR A CHILD TO BE LET OFF THE BUS AT A HOUSE OTHER THAN HIS/HER OWN. Notes must be presented to the office in the morning and students may pick up signed and approved notes during their lunch period.

### **CANDY**

Students are not to bring candy to school. Gum may be permitted by the individual school's administrators.

### **CARE OF BUILDINGS, GROUNDS AND EQUIPMENT**

Students should have pride in our school and take the responsibility for not littering, painting, marking or otherwise defacing the building, grounds, or equipment. Deliberate and willful destruction of school property may result in a child and/or his family being held financially responsible and/or other disciplinary action taken.

### **CORRIDOR PASSES/PASSPORTS**

A student must have a corridor pass in his/her possession when moving about the building during class time.

### **CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY IN SCHOOLS - 5518**

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Consistent with these beliefs, Northwest Allen County Schools prohibits gang activity or illegal group behavior on school property, school buses or at school-sponsored functions.

Northwest Allen County Schools also prohibits reprisal or retaliation against individuals who report gang activity, illegal group behavior or who are victims, witnesses, bystanders, or others who have reliable information about an act of gang activity and similar destructive or illegal group behavior.

Definition of "criminal gang" and "criminal gang activity"

"Criminal gang" defined (per IC 35-45-9-1) - "criminal gang" 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 an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

“Gang Activity” occurs when- a student knowingly or intentionally participates in a criminal gang, or a student knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang. As required by IC 20-33-9-10.5, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students’ histories of inappropriate behaviors, per the code of student conduct.

Any school corporation or school employee who promptly reports an incident of suspected gang activity and make the report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity.

The Superintendent or designee shall develop procedures for reporting suspected criminal gang activity and the prompt investigation of suspected criminal gang activity.

The Superintendent of the school corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The Superintendent shall ensure that notice of the corporation’s policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for behavior by students attending the school corporation.

Information about the supports and services available for students who are ‘at risk’ for and/or suspected of participating in gang activity and their families will be made available at each school.

I.C. 20-26-18

Adopted 5/23/16

#### **DELIVERIES FOR STUDENTS**

Please do not deliver flowers, balloons or other large gifts to your student at school. The gifts are not allowed in the class, where they would disrupt the class, nor are they allowed on the bus for the trip home, where they constitute a safety hazard.

#### **DRESS CODE**

Students are expected to wear their clothing and manage their appearance in a manner which is not disruptive to the school environment. Clothing should be school appropriate and not promote vulgarity, advertise illegal substances (including alcohol, tobacco, and drugs), or express double meanings related to the previously mentioned offenses. The wearing of any clothing or accessory that can be considered sexually suggestive or dangerous to others is prohibited. There are many clothing items available at local stores that are not appropriate in a school setting.

Dress code shall apply to all “dress-up days” including sports/activities, dances, classroom presentations, etc.

If it is determined that a student must be sent home to change clothing, that student will be unexcused for the time period he/she is absent. If a student has to be warned repeatedly about dress code violations, that student will be considered insubordinate.

Examples of inappropriate dress include, but are not limited to, the following:

1. Students must wear footwear.
2. Shorts should extend to mid-thigh. Boxer shorts and biker shorts are not permitted except as under-garments.
3. Blouses, tops, or dresses with low necklines, strapless, or of bare-midriff design are not permitted. Camisoles, tops with spaghetti straps, or tank tops are permitted **as undergarments provided that they are not low-cut**. Tops that permit “underwear” to be visible are not permitted (straps are NOT considered to be a violation). Muscle shirts are not allowed. All tops/shirts must have sleeves that cap the shoulder and be without slits. Shirts must cover the waist when arms are fully extended, thus in most cases shirts that just meet the pant line are not acceptable.
4. Skirts and dresses should be appropriate in length. Skirts and dresses are to be no more than 4” from the center of the knee cap. Tights/leggings are only allowed when worn with dresses/skirts/shorts that extend past the buttox.
5. Sagging or excessively baggy pants/shorts/sport shorts are inappropriate. (Waistline should be at or above the hip bone).

6. Pants & tops should be worn in a manner that does not cause undergarments or midriff/buttocks skin to show.
7. Hats, sunglasses, heavily tinted glasses, visors, bandanas, sweatbands, or any other type of headgear that covers the entire face is not to be worn in the building.
8. Buttons, pins, accessories, or clothing with repulsive or suggestive wording is not permitted. Shirts emblazoned with corporate names, restaurant names or any other wording that is suggestive of sexual references, drugs or drug culture, or have double meanings will not be permitted.
9. Pants/shorts with holes above mid-thigh are unacceptable (whether wearing tights or not). The absence of solid material (frayed material, fringe, threads) will constitute a "hole".
10. Gang or secret organization paraphernalia or apparel (i.e. bandana's, beads, or other accessories that can be construed to show gang affiliation) is not permitted at school.
11. Electronic monitoring devices (ankle bracelets) are to be covered.
12. All jackets and coats are to be worn ONLY when entering or leaving the building and are not to be taken to the classroom.
13. Accessories which may be detrimental to the learning environment or potentially a safety issue are not permitted. Examples are, but not limited to, long chains and spiked jewelry.
14. Sleepwear, including bedroom slippers, is not to be worn to school.
15. School officials reserve the right to determine if a clothing item or accessory is appropriate for school.

### **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular sports offered for boys and girls are as follows:

Girls: Cross Country(6), Volleyball, Basketball, Track(6), Soccer(6), Swimming(6)

Boys: Cross Country(6), Football, Basketball, Track(6), Wrestling(6), Soccer(6), Swimming(6)

Students must leave the building following school on days athletic contests are scheduled in the building unless they are on a team and have made arrangements with their respective coach, or are in the school-supervised study room. All students attending events may re-enter the building 15 minutes prior to the start of the contest.

Other extra-curricular activities are: Cheerleading, Academic Superbowl, Drama, Journalism (yearbook, newspaper), Spellbowl, Pep Band, ISSMA Solo and Ensemble, and the School Talent Show.

### **EXTRACURRICULAR ELIGIBILITY (Athletic and Non-athletic)**

1. All students must maintain a grade of D- or better in 6 out of 7, or 7 out of 8 classes to be eligible.
2. Students' grades will be reviewed at the interim time (4½ weeks) and the end of the first, second, and third, nine-week grading periods. The grades will be reviewed by the school administration.
3. If a student at interim is not passing 6 out of 7 or 7 out of 8 classes, the student will be placed on probation for a period of two weeks. During the two-week period, the student may practice in the activity but may not participate in any competition.
4. At the end of the two-week probation period, the school administration will assess the academic progress of the student. If the student is passing 6 of 7, or 7 of 8 classes, the student will be declared eligible. If the student is failing more than one class, the student will be declared ineligible for the remainder of the nine-week period.
5. If the student is not passing a minimum of 6 of 7, or 7 of 8 classes at the end of the nine-week period, he/she will be ineligible for the following nine-week period.
6. The eligibility of students with IEPs will be determined on an individual basis by the school's administration and the student's teachers (both general education and special education).
7. Students not meeting academic eligibility may be required to attend a study table during a probationary period.

### **NORTHWEST ALLEN COUNTY SCHOOLS ATHLETIC CODE**

Participation in interscholastic athletics in Northwest Allen County Schools (NACS) is a privilege open to students who maintain the requirements of the NACS Athletic Code, NACS Athletic policies, the Indiana High School Athletic Association, and specific policies of their sport. Student-athletes in violation of any of these requirements are no longer considered in "good standing" and are not eligible for athletic participation according to the specified sanctions. Any student-athlete who becomes a member of a NACS team must hold himself/herself up to standards and live up to expectations that would make the Carroll community proud.

A NACS student-athlete must not reflect discredit upon the school nor create a disruptive influence on the discipline, good order, moral, or educational environment in the school in order to remain eligible. Any student-athlete who has removed themselves from a team either explicitly (i.e. informing a coach or school representative) or implicitly (i.e. ceasing to attend practices or a contest without the coach's permission) is no longer considered a team member in "good standing" and will therefore be subject to sanctions specified under the Athletic Code Penalties.

If a code violation occurs outside an athlete's sport season, the code will be applied in the next season the athlete participates in, providing the athlete has been out for that sport in the previous year.

Any member of a NACS athletic team during his/her sport's season, out of season while school is in session, or during vacation periods which includes the summer months will be subject to the Athletic Code. If a student-athlete uses or has in his/her possession tobacco, smoking/vaping paraphernalia, alcohol, drugs, or controlled substances unless prescribed by a doctor, he/she will be subject to the Athletic Code Penalties. Northwest Allen County students shall not possess/use any tobacco/nicotine products or smoking/vaping paraphernalia that include but are not limited to cigarettes, electronic cigarettes, smokeless tobacco, hookah pens, or vaporizer pens on school property at any time or at school events off NACS property. Students found using or in possession of tobacco products, nicotine products or smoking/vaping paraphernalia will be subject to disciplinary action: suspension or expulsion. Any NACS student-athlete who knowingly associates with peers where alcohol and/or drugs are being used or attends peer parties where alcohol and/or drugs are being used will also be subject to Athletic Code Penalties.

The NACS athletic staffs take the position that at no time should students choose to use tobacco/vaping, alcohol, or drugs unless prescribed by a doctor. Choices that one makes have a direct impact on the directions one takes as an individual grows into adulthood. Choices of whether to drink or not to drink alcohol and choices of lifestyles in one's environment have great impact on young individuals. It is also understood that the first line of responsibility should rest with the parents in the home to supervise the growth and development of their student-athlete. It is also recognized that young people will make choices while growing up and should be made responsible for those choices. Respect, responsibility, understanding, and enforcement of the Athletic Code is important for the athletes, coaches, and parents.

### **Athletic Code Penalties**

The following are punitive results of code violations administered from the athletic department, which are minimal when the school becomes aware of the violation. If any of the following violations occur within the last two (2) weeks of the regular season or during the IHSAA Tournament Series, the athlete will forfeit participation in any remaining events (ex.: awards, contests, award banquets, etc.). When the parents bring it to the attention of the athletic department, there may be a reduction of penalty.

#### **A. Drugs or Controlled Substances**

The student-athlete who uses or has in his/her possession drugs or controlled substances, unless prescribed by a doctor, will be suspended from participation for 365 days. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or intoxicant of any kind is considered a code violation. Freshmen may be exempt from the previous year requirement. (School related and off NACS property)

#### **B. Over-the-Counter Prescription/Medications**

The student-athlete who either abuses or deals (sells or distributes) over-the-counter prescription/medications will be suspended from participation for 365 days. Abuse is defined as intentionally exceeding the recommended dosage to achieve an altered physical or mental state. Freshmen may be exempt from the previous year requirement. (School related and off NACS property)

#### **C. Traveling to/ from an event or Participating**

The student-athlete who uses or has in his/her possession tobacco *or* alcohol while representing a NACS team, going to or from the event, or while participating at an event or practice, will be suspended from participation for 365 days (tobacco = tobacco/nicotine products that includes all smoking/vaping paraphernalia). No practice is allowed with school teams. Freshmen may be exempt from the previous year requirement. (School Related)

#### **D. In-Season - School related and off NACS property**

If a student-athlete uses or has in his/her possession tobacco *or* alcohol and the occurrence happens during the student-athlete's authorized practice season, (IHSAA starting dates and the school/individual's elimination from the State Tournament) then the student-athlete will be suspended for the remainder of the season (tobacco = tobacco/nicotine products that includes all smoking/vaping paraphernalia). If it occurs during the last two weeks of the season (determined by the last regular season contest), or after the beginning of the State Tournament the suspension will carry into 30% of the next sports contest season in which the individual participates and successfully completes the season in good standing, providing the student-athlete has participated in that sport in the previous year. (Freshmen may be exempt from the previous year requirement.)

#### **E. Out of Season**

If a student-athlete uses or has in his/her possession tobacco *or* alcohol and the occurrence happens outside the authorized practice season; the individual will be suspended for 30% of the next sports season in which the individual participates and successfully completes the season in good standing, providing they have been out for that sport in the previous year (tobacco = tobacco/nicotine products that includes all smoking/vaping paraphernalia). (Freshmen may be exempt from the previous year requirement.) - (School related and off NACS property)

#### **F. Association**

If a student-athlete knowingly associates with peers (in or out of season) where alcohol or drugs are being used, or is in attendance at a peer party where alcohol or drugs are being used, then he/she will face suspension based upon the facts of the event and may face suspension of not less than two (2) contests or no more than 30% of the season he/she is participating in or the next sports contest season if the occurrence is out of season, providing they have been out for that sport in the previous year. (Freshmen may be exempt from the previous year requirement.) (School related and off NACS property)

#### **G. Self-Disclosure**

Any student who self-discloses to an appropriate school official a need for help with personal alcohol or drug/dependency may not be subject to suspension, expulsion, or co- or extracurricular ineligibility. If school personnel learn of a dependency prior to self-disclosure, suspension, expulsion, or co-or extracurricular ineligibility will not be waived. Self-disclosure is intended for students seeking to get the help they need, not dodging consequences. Student-athletes disclosing after being “caught” does not apply. Violations that occur after self-disclosure will be subject to penalties stated in the Code. Self-disclosure will only be permitted one time during a student's school career.

#### **H. Felony/Misdemeanor**

Any athlete who commits a felony at any time shall be excluded from athletic participation for (up to) one (1) full year from the date(of the commission of such act.) Any athlete who commits a misdemeanor may be subject to athletic suspension for 30% of the contests on the first offense with practice at the discretion of the coach. The second and succeeding offenses (felony or misdemeanor) may bring an athletic suspension for one (1) calendar year from the date of the suspension with no practice allowed with any school team. Continuation in a sport or on a squad until a determination of whether the commission of the offense occurred is contingent upon the decision of the Principal and Athletic Director. For the purposes of this section, "felony" includes any act which if committed by an adult would be a felony under Indiana law, and "misdemeanor" includes any act which if committed by an adult would be a misdemeanor under Indiana law. (Freshmen may be exempt from the previous year requirement.)

#### **I. School Disruptions**

Any athlete that is in violation of school rules such as truancy, suspension, classroom disruption, or other punishable acts is not in accordance with the Athletic Code and will be disciplined by the already established school rules. The athlete may further be dealt with within the structure of each coach's rules for his/her sport. If an athlete is suspended out of school for any reason, they will be ineligible for all contests during the term of the suspension. Athletes serving in-school suspension or out-of-school suspension cannot practice during the suspension time, nor attend any events. (Freshmen may be exempt from the previous year requirement.)

#### **J. Multiple Offenses**

Any athlete who has multiple (school) offenses or (code) violations (2 or more), may be suspended or excluded from athletic participation for (up to) one (1) full year. (Freshmen may be exempt from the previous year requirement.)

#### **K. Social Media.**

It is critical that athletes and parents recognize that participating in the MCMS/CMS Athletic program is a 24-hour endeavor for 365 days a year. Being a student and a member of an athletic team at MCMS/CMS does not cease when one exits the school building. Student-athletes are high-profile representatives of Northwest Allen County Schools and thus, their behavior is subject to scrutiny by peers, community members, and media. The actions of a single student-athlete can reflect either positively or negatively on the individual student-athlete, athletic teams, coaches, MCMS/CMS, and the entire Northwest Allen County School District. All aspects of social media, including, but not limited to, Facebook, Twitter, Vine, YouTube, Instagram, Blogspot, Snapchat, and personal email and texts, have made communication very easy, and with that ease comes potential risks. Parents and athletes need to recognize the inherent risks of “posting” on these sites, and they must acknowledge



there may be consequences for doing so in a negative, derogatory, or inflammatory manner. Examples of conduct that may warrant such consequences include, but are not limited to, any legal or illegal activity that is lewd, vulgar, obscene, indecent or portrays sexual conduct. Posts of this nature toward or regarding coaches, students, teammates, or opponents will not be tolerated and will be subject to discipline as established in the student handbook.

#### **L. Team Obligations**

Loyalty and commitment are vital to the success of any athletic program. Any student-athlete who becomes a team member in "good standing" assumes an obligation to the team and their teammates. Any student-athlete who has removed himself/herself from a team either explicitly (i.e. informing a coach or school representative) or implicitly (i.e. ceasing to attend practices or a contest without the coach's permission) is no longer considered a team member in "good standing" and will therefore not be eligible for any individual or team post-season awards or participation in any team functions. Any student-athlete who has removed himself/herself from a team without the coach's permission may not begin participation on another school team until the preceding team's season has been completed. NACS student-athletes who fail to complete all season obligations in a school sport including participating in all events in which they are scheduled will face suspension of up to 30% of the next sports season in which they participate providing they complete the season in "good standing" and also providing they have been a member of the team for that sport in the previous year. (Freshmen may be exempt from the previous year requirement.)

#### **M. Travel**

All athletes must travel to and from athletic contests in transportation provided by the athletic department unless previous arrangements are made by the athlete and his/her parents with the coach of that sport, for exceptional situations.

As a result of state budget changes, alterations in tax laws and rising fuel costs, transportation fees will be assessed for participation in co/extra-curricular activities which require transportation. As this relates to athletes, a \$10 fee will be charged to each athlete for each individual sport season and must be collected before the first contest of that season. This fee in no way guarantees a team member playing time, but merely helps to defray a portion of transportation cost to the district.

#### **INTERPRETATIONS:**

- The School Administrators are charged with implementing any athletic suspensions. The length of a suspension is based upon the number of contests. Suspensions are calculated according to the events that are known to take place (the official schedule and the first game of the Sectional). Example: 9 football games and 1 guaranteed Sectional game equals 10 games to figure suspension. Suspensions will not be refigured with the advancement of a team into the post season. Scrimmages will not be used in calculating suspensions but participation will not be allowed. Suspension calculations will be rounded to the next full game. It is at the coach's discretion to permit the athlete to practice or sit with the team during a contest.
- The athletic season is defined as commencing with the first practice and ending with the final event for that sport. Penalties for violations do take effect immediately upon verification of any violation and will include games in succession, (i.e. season schedule, tournaments, in order of competition).
- If the violation of the Code does not allow the athlete to complete the sport season, then the athlete will not be considered in "good standing" and therefore will forfeit all letters and awards for that sport season. If an athlete has an unexcused (team) absence for the last contest of that sport season, he/she will forfeit all letters and awards for that sport season, be suspended from team activities (banquet, etc.) and not be allowed to participate in 30% of the next sports season in which the individual participates and successfully completes the season in "good standing".
- If the violation of the Code occurs in the last part of a sport season and the violator cannot fulfill the terms of his/her violation in that sport, the suspension does carry over until the suspension is fulfilled. This includes the next sport, providing the student-athlete has been out for that sport in the previous year (freshmen may be exempt from the previous year requirement), or the same sport next year (i.e. if the suspension is for the two football games with only one remaining, then the athlete must also miss his/her first basketball game or wrestling match or baseball game until the suspension has been fulfilled).
- If there are two violations to be considered (Code of Conduct and Academic Eligibility), then the Code violation suspension is to begin once grade eligibility is maintained or discipline consequence is completed..

The two violations are not to be served simultaneously. An athlete cannot serve a suspension of an activity they are not eligible to participate.

- Because Cheerleading is unique in its “season” the following will be used to compute a “season.” Cheerleaders that cheer for the football season and competition season will be considered one season. Those Cheerleaders that do only competition in the fall and the basketball season will be considered one season.

#### **Northwest Allen County Schools Co- and Extra- Curricular Code (Non-Athletic)**

Any member of a co- or extracurricular group must remember that it is a privilege to represent Northwest Allen County Schools. Any student who becomes a member of a NACS co- or extracurricular group shall hold himself/herself up to standards and live up to expectations that would make the Carroll community proud. (Groups included in this code, but not all inclusive are Music, Speech, Drama, Academic Teams, F.F.A., all other clubs, and organizations.) This code applies to performing and competing activities. Groups, which have elected or selected leaders may, in their bylaws, define leadership roles as performing and/or competing activities.

The eligibility policy stated above does not apply to a student who is required by the course syllabus to participate in the event and the student receives a grade in the class for performing in the event.

Any member of a co- or extracurricular group during his or her season, out of season while school is in session or during the vacation periods, which includes the summer months, will be subject to the discipline code (i.e. 365 days a year.) If a student uses or has in his/her possession tobacco, alcohol, drugs, or controlled substances unless prescribed by a doctor, then he/she will be subject to the disciplinary code. If a code violation occurs outside a participant's season, then the code will be applied in the next activity the student participates in, provided there has been a history of participation in that activity.

Any student who knowingly associates with peers where alcohol or drugs are being used or attends peer parties where alcohol and drugs are being used will also be subject to the disciplinary code.

The NACS co- and extracurricular staff take the position that at no time should students choose to use tobacco, alcohol, or drugs unless prescribed by a doctor. Choices that one makes have a direct impact on the directions one takes as an individual grows into adulthood. Choices of whether to drink or not to drink alcohol and choices of lifestyles in one's environment have great impact on young individuals. Putting in place different degrees of penalties at different times is not meant to reflect that it is less harmful to drink or use drugs at one time rather than at another time. It is also understood that the first line of responsibility should rest with the parents in the home to supervise the growth and development of their child. It is also recognized young people will make choices while growing up and should be made responsible for those choices. Respect, responsibility, understanding, and enforcement of the co- and extracurricular code are important for the students, sponsors/advisors, and parents.

#### **Co- and Extra- Curricular Code Penalties**

- (drugs or controlled substances)** The co- or extra-curricular participant who uses or has in his/her possession drugs or controlled substances, unless prescribed by a doctor, will be suspended from participation for 365 days. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drugs, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind is considered a code violation. (School related and off NACS property).
- (drugs, controlled substances, alcohol)** The student-athlete who is suspended from athletic competition due to drugs, controlled substances, or alcohol use, possession, or association, will have his/her driving privileges to school, suspended for the length of the athletic suspension. (School related and off NACS property).
- (over-the-counter medications)** The student-athlete who either abuses or deals (sells or distributes) over-the-counter medications will be suspended from participation for 365 days. Abuse is defined as intentionally exceeding the recommended dosage to achieve an altered physical or mental state. (School related and off NACS property).
- (traveling to or from an event, or while participating)** The co- or extra-curricular participant who uses or has in his/her possession tobacco, alcohol, drugs, or controlled substances unless prescribed by a doctor while representing Carroll High School, Carroll Middle School, or Maple Creek Middle School going to or from the event or while participating at an event or practice, will be suspended from competition or performance for 365 days. (School related and off NACS property). Second and Succeeding Offenses - Same penalty per occurrence. No practice allowed with school teams.
- (in-season)** The co- or extra-curricular participant who uses or has in his/her possession tobacco or alcohol and the occurrence happens during the student's authorized practice season, then the co- or extra-curricular participant will be suspended for the rest of the season. If it occurs during the last two weeks of the season, then the suspension will carry into 30% of the interscholastic performances or contests of the next school year or its equivalent. If a code violation occurs outside a participant's season, then the code will be applied in the next activity the student participates in, provided there has been a history of participation in that activity. Freshmen

are not required to demonstrate history of participation in that activity. Second and Succeeding Offenses - The athlete will be suspended from participation for 365 days and no practice allowed with school teams. (School related and off NACS property).

- F. **(out of season)** If the co- or extra-curricular participant uses or has in his/her possession tobacco or alcohol and the occurrence happens outside the authorized practice season, then the individual will be suspended for 30% of the interscholastic performances or contests in which the individual participates and competes or its equivalent. If a code violation occurs outside a participant's season, then the code will be applied in the next activity the student participates in, provided there has been a history of participation in that activity. Freshmen are not required to demonstrate history of participation in that activity. Second and Succeeding Offenses - The student will be suspended from participation for 365 days and no practice allowed with school co-and extra-curricular activities. (School related and off NACS property).
- G. **(association)** If the co- or extra-curricular participant knowingly associates with peers in or out of season where alcohol or drugs are being used or is in the attendance at a peer party where alcohol or drugs are being used, then he/she will face suspension based upon the facts of the event, and may face a suspension of not less than two (2) events or no more than four (4) consecutive interscholastic performances or contests he/she is participating in or for the next school year season if out of season. If a code violation occurs outside a participant's season, then the code will be applied in the next activity the student participates in, provided there has been a history of participation in that activity. Freshmen are not required to demonstrate history of participation in that activity. Second and Succeeding Offenses - The student will be suspended from participation for 365 days and no practice allowed with school co-and extra-curricular activities. (School related and off NACS property).
- H. **(counseling)** Any student who is suspended from extracurricular activities because of co- and extracurricular code violations will be referred to school personnel for counseling. The counseling session shall also include a parent where an assessment is made as to what further counseling is needed. The student shall not be allowed to return to the activity for participation until the above is satisfactorily accomplished. Administrators and counselors (jointly) will decide the return of the student to competition/performance.
- I. **(self disclosure)** Any student who self-discloses to an appropriate school official a need for help with personal alcohol or drug use/dependency, and follows the recommendations of the school personnel counseling session, may not be subject to suspension, expulsion, or co- or extracurricular ineligibility. If school personnel learn of a violation/dependency prior to self-disclosure, then suspension, expulsion, or co- or extra-curricular ineligibility will not be waived. Violations that occur after self-disclosure will be subject to penalties stated in the Code. Self-disclosure will only be permitted one time during a student's school career.
- J. **(felony/misdemeanor)** Any co- or extra-curricular participant who commits a felony at any time shall be excluded from participation for (up to) one (1) full year from the date (of the commission of such act) (such exclusion begins.) Any co- or extra-curricular participant who commits a misdemeanor may be subject to suspension from co- and extracurricular performing or competing activities for the equivalent of 30% of the scheduled activities of the student on the first offense (minimum of 1 event) with practice at the discretion of the coach. The second and succeeding offenses (felony or misdemeanor) may bring a suspension from these activities for one (1) calendar year from the date of the suspension with no practice allowed with any co- and extra-curricular team. Continued membership in an activity until a conviction is brought forth is contingent upon the decision of the Principal and Assistant Principal/Activities Director. For the purposes of this section, A felony includes any act which, if committed by an adult would be a felony under Indiana law, and a misdemeanor includes any act which, if committed by an adult would be a misdemeanor under Indiana law.
- K. **(school disruptions)** Any student that is in violation of school rules such as truancy, suspension, classroom disruption, or other punishable acts is not in accordance with the Co- and Extra-curricular Code and will be disciplined by the already established school rules. The student may further be dealt with within the structure of each coach's rules for his/her sport. If a student is suspended out of school for any reason, then they will be ineligible for all contests during the term of the suspension. Students serving in-school suspension or out-of-school suspension cannot practice during the suspension time.
- L. **(multiple offenses)** Any co- or extra-curricular participant who has multiple (school) offenses or (code) violations (2 or more), may be suspended or excluded from athletic participation for (up to) one (1) full year.

### FINGER-SCANNING

The cafeteria in our school utilizes a biometric finger-scanning identification program. This system scans the child's fingerprint to create and store individual numerical templates of unique points that identify each student. It does NOT maintain an actual fingerprint, and copies of fingerprints are not stored in this system. If you choose to opt out of the finger-scanning program, then please provide your desire to do so in writing and deliver it to the school office. Individuals that choose not to use the finger-scanning program will use their school identification card to purchase school

lunches.

### **FIRE DISASTER DRILLS**

Each classroom is provided with instructions as to routes of exit. When the fire alarm sounds, students and staff members should wait for further information before evacuating the building. Once the direction has been given to exit the building, students should move out in an orderly manner as rapidly and as safely as possible. In any situation where students and staff members are in the immediate vicinity of a fire or other dangerous situation, those individuals should immediately evacuate the area to safety. Practice fire and disaster drills are held to familiarize students with proper evacuation procedures.

### **GIFTS**

All staff members are being PAID for their services and do not expect to be honored with gifts from their students for various occasions during the year. Traditionally, there are times when children anticipate honoring others. We do not want to destroy this relationship which should exist between a child and his/her teacher, or among classmates, but we do feel that parental guidance is necessary. We ask parents, teachers, and students to use discretion and be responsible in this regard.

### **GRADE SCALE**

A+	98-100	B+	88-90	C+	78-80	D+	68-70	F	0-59
A	94-97	B	84-87	C	74-77	D	64-67		
A-	91-93	B-	81-83	C-	71-73	D-	60-63		

### **HEALTH EXCLUSIONS**

Students must meet specific immunization requirements as outlined by Northwest Allen County School Board policy, and state and federal laws. If a student fails to meet these requirements, then he/she shall not be allowed to attend school until the requirements are met. Please visit the health link at [www.nacs.k12.in.us](http://www.nacs.k12.in.us) for current immunization requirements.

### **HEALTH SERVICES**

The nurse is in the building from 9:00 am – 3:30 pm each school day. The nurse will investigate the records of students showing signs of unusual health problems or possibilities of contagious diseases.

Vision screening will be conducted by the nurse in grade 8 each fall. Other students may be referred for screening.

Hearing screenings are administered to all students in grade 7.

If a student is involved in an accident, then the teacher and office should be informed immediately.

Students who become ill during the school day will be dismissed to parents through the school office. Injured or sick children will have their parents notified as soon as possible. Parents are expected to make arrangements for their child's well being.

If your child is required to take medication during the school day, the state has required that a form be completed by the parent listing the medication, dosage, etc. All prescription medication must be delivered to school by a parent/guardian in the manufacturer's bottle with the student's name printed on the bottle. The medication must be stored in the office; however, your child will be responsible for remembering the time to take it.

In accordance with Indiana State Law, students are not allowed to take surplus medication home. Parents must pick up the medication at the clinic. Medications will not be retained from one school year to the next.

### **HOMEWORK**

Carroll Middle School and Maple Creek Middle School view homework as an extension of classwork that correlates with the objectives of the current curriculum. Homework is meant to reinforce the skills and concepts being taught during the school day. The cooperative efforts of parents and teachers monitoring homework can provide an excellent opportunity for educational partnership.

#### ***Responsibilities of students:***

- 1) To complete all assignments as directed by the teacher.
- 2) To know the purpose, deadline, and instructions of the homework assignment.
- 3) To take home any materials and information needed to complete the assignments.
- 4) To ask about and complete work missed during an absence from school.
- 5) To develop good work and study habits.

## HONOR ROLL

Student Grade Point Averages (GPA) are figured by assigning each class's grade a numeric value and averaging all the classes together. Honor Roll categories for students receiving no grades of D+ or lower, are based on the following averages:

Honor Roll	3.33-3.66
Honors with Distinction	3.67-4.00

## HOT LUNCH PROGRAM

Our school serves a hot lunch, prepared in our kitchen. All students eating hot lunch are to use their SNAP cards or our finger-scanning system to purchase their lunches. Students are expected to keep a positive balance in their lunch accounts and the use of cash is discouraged. **NO CREDITS OR CHARGES ARE ALLOWED. THE SCHOOL CAN NOT, WILL NOT, AND SHOULD NOT** be expected to make up the loss.

Lunches are to be eaten in the lunchroom, unless otherwise directed by the teacher. Pupils may pack their lunch and buy drinks at the designated location.

The lunch menu is published in advance.

Information on free and reduced lunch is available at registration or in the school office.

The lunch program operates under the State Hot Lunch Division of the Indiana Department of Education and must observe basic rules and policies of this division. The lunch program also must be self-supporting with basic prices established by the Board of School Trustees. **THIS IS A LUNCH PROGRAM – NOT A COMPLETE DINNER.** Due to Federal and State regulations, carry-in food from commercial establishments is not permitted.

Breakfast is also available to our students on a daily basis. Students choosing to eat breakfast should enter the breakfast line as soon as they enter the cafeteria in the morning. Should circumstances warrant it, students choosing to eat breakfast may be given hall passes to allow for additional travel time to their lockers and the first classes of their school day. Students who qualify for free or reduced lunch will also qualify for free or reduced breakfast.

## INCLEMENT WEATHER AND EMERGENCY INFORMATION

During periods of inclement weather when buses may have trouble traveling, or school may be closed, students and parents are encouraged to check our corporation's website as well as local media sources for school closing and delay information. Make proper arrangements for your child, should we dismiss early. Do **NOT** call the superintendent's office or the school office

## INSURANCE

Student accident insurance is available. Information is provided to each student early in the year. Pupils participating in extracurricular athletics, including cheerleading **MUST** have insurance. School insurance is available only in the beginning of the school year. Family insurance is recommended.

## INTRAMURALS

The Carroll Middle School and Maple Creek Middle School intramural programs are designed to provide students with additional experiences outside of the normal school day to enhance their educational experiences. These students will receive instruction and compete during scheduled events. This program will provide an alternative to the existing interscholastic sports and academic programs. Our goal with the intramural programs is to provide enriching athletic and academic experiences for students in ways that are not offered with traditional school programming.

## LIBRARY

Books are checked out for two weeks, with renewal for an additional week provided there is no reserve on the book. A book must be returned in order to have it renewed.

The library hours are 8:15 AM to 3:45 PM. If a book is lost or not returned, a reasonable replacement charge will be assessed.

## LOCKERS

In order to implement the school corporation's policy concerning student lockers, the school board adopts the following rules and regulations:

- 1. Locks** – The school corporation will retain access to student lockers (by keeping a master list of combinations and retaining a master key.) Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.
- 2. Use of Lockers** – Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules: drug paraphernalia, beverages containing alcohol, weapons, any flammable substances, bombs or explosive devices,

any pungent acid or nauseous chemical, any library books not properly checked out or overdue, unreturned gym or athletic equipment, any stolen items, or any obscene material. Only school-related decorations are permitted on the outside of students' lockers. Students will be expected to keep their lockers in a clean and orderly manner. A locker will be assigned to a student by school authorities. Students must use **ONLY** the locker assigned to him/her. Disciplinary action will be initiated to violators. Students are responsible for their own locker and should treat them with respect. Do not write on the locker with anything. Do not attach pictures or wording of an obscene nature.

3. **Authority To Inspect** – The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by a member of the administrative staff or his/her designee. The principal may designate guidance counselors and teachers who have lockers in their classrooms the authority to inspect lockers.
4. **Inspection Of Individual Student's Lockers** – The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonable be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. "Reasonable suspicion" as used in these rules may be based on a number of factors including:
  - a. Information received by the principal or his designee from teachers, students, or law enforcement officers or detection devices including trained dogs;
  - b. The past records of the student whose locker is to be inspected;
  - c. The seriousness of the problems to which the search is directed, such as violence or drug indications that the student is intoxicated.

Before a particular student's locker is inspected, the student (or students if more than one has been assigned to a locker), if present on the premises, shall, where possible, be contacted and given the opportunity to be present during the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises.

5. **Inspection of Lockers** – An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal or his designee reasonably believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of:
  - a. An interference with school purposes or an educational function;
  - b. A physical injury or illness to any person;
  - c. Damage to personal or school property; or
  - d. A violation of state law or school rules.

Examples of circumstances justifying a general inspection of a number of lockers are as follows:

- a. When the school corporation receives a bomb threat;
- b. When evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use;
- c. At mid-term, end of grading period, and before school holidays to check for missing library books, lab chemicals, or school equipment;
- d. Where student violence or threats of violence creates a reasonable belief that weapons are stored in the lockers.

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

### **LOST AND FOUND**

A lost and found area will be maintained in the vicinity of the office. LOST items are to be sought at the office. FOUND items are to be turned-in at the office. Items that remain in the lost and found for an extended amount of time will be discarded.

Special precautions for the safekeeping of your money and personal items are needed. Provisions will be made during physical education class and extracurricular athletic practices to protect personal items. Students bring personal items to school at their own risk.

### **MIDDLE SCHOOL MAKE-UP WORK**

Following an absence, students are responsible for contacting teachers for make-up work. Homework assignments are posted electronically on a daily basis. If your student is absent 3 or more days, then you may contact the office by 8:30am to request homework. Students receive one day to turn in make-up work for each day they miss. (Example: A student who is absent on Monday, returns to school on Tuesday and receives Monday's assignments, should turn in Monday's assignments on Wednesday in order to receive credit.) Due dates for long term assignments for work outside of class are not extended for short-term absences. If a student is absent for part of the day, then that student must still turn in work that was due during the classes the student missed on that day. For pre-planned absences, students

should communicate with their teachers prior to the absences in order to acquire any assignments that should be completed prior to/during the missed school days.

### **NACS ANTI-HARASSMENT STATEMENT**

Northwest Allen County Schools believes each child, regardless of race/ethnicity, religion, creed, economic advantage or disadvantage, native language, sexual orientation, gender identity, or mental, emotional, or physical challenges, can be successful, and as a result, the School's purpose is to provide a healthy and safe learning environment that helps each child achieve by engaging, supporting, and challenging each of them.

Unlawful discrimination and/or harassment is not tolerated by the School. It is the policy of the School Board to maintain and provide a safe and civil school environment in which all members of the School Corporation community are treated with dignity and respect. To that end, the School Board has in place, policies, procedures, and practices that are designed to reduce and eliminate unlawful discrimination and/or harassment as well as processes and procedures to deal with incidents of unlawful discrimination and/or harassment.

Members of the School Corporation community and third parties are encouraged to promptly report incidents of unlawful discriminatory and/or harassing conduct to an administrator, supervisor or other School Corporation official so that the School may address the conduct before it becomes severe, pervasive, or persistent. The School is committed to promptly investigating all reports of unlawful discrimination and/or harassment. Any members of the School Corporation community, including students, faculty, and staff, determined to have engaged in acts of unlawful discrimination and/or harassment will be disciplined.

Members of the School Corporation community or third parties who believe a student has been unlawfully discriminated against or harassed by another member of the School Corporation community or a third party may utilize the Board's informal and/or formal investigation and complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's participation in educational or extra-curricular programs. Individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known, and potential witnesses are available.

The complaint coordinator is responsible for ensuring that all reports of unlawful discrimination and/or harassment are investigated. The complaint coordinator may be contacted at:

**Sam DiPrimio, Director of Human Resources**  
**Northwest Allen County Schools**  
**13119 Coldwater Schools, Fort Wayne, Indiana 46845**  
**[Sam.DiPrimio@nacs.k12.in.us](mailto:Sam.DiPrimio@nacs.k12.in.us)**

### **NACS RESPONSIBLE USE POLICY**

Northwest Allen County Schools makes a variety of technologies available to further the district's mission, vision, and core beliefs. These technologies include computers, tablets, network and Internet access, and various additional devices such as cameras, projectors, scanners, and printers. The educational value of student access is the joint responsibility of NACS students, parents, and staff. Filters are in place to limit access to material that would violate district policies, but these technical methods are not a foolproof means of enforcement. With permission from administration, some of the provided technologies may be permitted for use outside of district schools. District policies for use remain in effect regardless of the technology's location. Unauthorized use of NACS technologies may result in the cancellation of privileges and additional disciplinary action. User responsibilities are outlined as follows.

Be Responsible:

- Use the technologies for classroom-related activities only. Students are not to make purchases of any kind. No users may use technologies for commercial activities or political lobbying without approval of the NACS Superintendent.
- Use the network only with the assigned username and password. Contact a staff member immediately if a password has been compromised. Never login under another user's account. Contact the technology department if assistance is needed to share files without sharing login information.

- Install only programs and upgrades assigned by NACS. If additional software or apps are needed, contact the technology department for the appropriate permissions and access. License and privacy requirements will be reviewed before any approvals for installation will be granted.
- Work within the bounds of the NACS network. Never bypass or attempt to bypass the NACS server or filters, including the use of proxies or other methods of anonymous access. While at school, do not access the Internet via a non-NACS network, such as with a cell phone data plan or separate router.
- Protect the property of NACS by taking care not to damage equipment or data. Do not physically connect any non-NACS equipment to NACS property without permission of the NACS Administration or Technology Department. Wireless connections of non-NACS devices to the network are permitted. Non-NACS equipment is subject to this same policy while connected to NACS networks or devices. Do not vandalize, deface, disassemble or destroy any part of the hardware, software, or settings. Payment for the repair or replacement of damaged equipment and for services needed to undo changes may be required of the offender.
- Obtain permission from NACS Administration and Technology Department before publishing materials representing any NACS school, department, or group onto any non-NACS website, app, or server. Student names, images, or work may be published in support of educational goals. Parents or guardians may complete a form with the school office if they are opposed to such publication for their child.
- Understand that use of NACS technologies is a privilege, not a right, and inappropriate use may result in a restriction or cancellation of those privileges. Users should not expect that files and messages stored on or transmitted via NACS networks will always be private. These may be monitored to maintain system integrity and ensure compliance with policies. Non-NACS equipment may be searched if there is reasonable suspicion that school policies are being violated, whether or not it is connected to the NACS network.
- Understand that NACS makes no warranties of any kind concerning the technology and services being provided. NACS is not responsible for damages suffered by the user, including but not limited to loss of data or access, delays or disruptions, unauthorized financial obligations, or damage to personal property used with NACS technologies or the Internet.

**Be Respectful:**

- Respect the privacy of self and others, being cautious of unsolicited online contact and advertising. Students must never reveal personal address, phone, or bankcard numbers, or those of anyone else. Report suspicious or uncomfortable communications to an NACS staff member.
- Adhere to all school rules for appropriate behavior and language, as these apply when using or communicating with technology. Be polite, and use no vulgar, harassing, or bullying language or behaviors.
- Use the network in a manner respectful of others. Do not waste system resources or disrupt the others' use of the network, such as unnecessary printing, file storage, and high bandwidth activities.
- Abide by all local, state, and federal statutes and regulations. Never access or transmit obscene materials, or violate copyright laws.

**NON-DISCRIMINATION POLICY**

It is the policy of Carroll and Maple Creek Middle School not to discriminate on the basis of race, color, creed, hardship, sex, or national origin in providing educational programming or activities to students. This policy not to discriminate extends to employees and potential employees of the school corporation.

Title IX of the Educational Amendments of 1972 is a federal civil rights law prohibiting sex discrimination in educational programs and activities receiving federal financial assistance. It is the intention of Carroll and Maple Creek Middle Schools to comply with both the letter and spirit of Title IX. Inquiries regarding Title IX should be addressed to the corporation Title IX officer, Gloria Shamanoff, who may be reached at the central office.



## **PARTIES**

All school or school-sponsored parties must have prior approval of the school administration.

### **PERSONAL ELECTRONIC DEVICES**

Electronic Devices during the School Day: Personal devices such as cell phones, tablets, personal computers, e-readers, netbooks, iPads, and similar types of electronic devices are not permitted unless prior approval has been given by a teacher or administrator. During the school day, these devices should be kept in the student's locker unless they are allowed by a staff member for class. Personal devices can be used before and after the school day. It is expected that students will use the laptop provided by the school for classroom assignments/activities. Any student who wishes to bring their own personal electronic device must obey the following rules and guidelines:

1. NACS will not be held responsible for lost, stolen, or damaged computers, hardware, peripherals, or software.
2. Students accessing the internet while at school must sign-in through the school's server and may not use their own personal internet connection.
3. Handheld electronic devices (iPod Touch and similar devices) remain prohibited during the school day, and the guidelines set forth by the school's cell phone usage agreement remain in effect. (Per the cell phone usage agreement, cell phones are to be turned off and remain in students' lockers during the school day.)
4. Students are expected to use their personal electronic devices for school-related activities such as word processing, creating presentations, researching, note-taking, and reading e-books.
5. Administrators, teachers and staff reserve the right to prohibit the use of personal electronic devices.
6. Students may not record themselves, classmates, or teachers while using their personal electronic devices at school.
7. Handheld/portable speakers are not permitted at school.
8. Students are subject to the NACS Responsible Use Policy listed in the student handbook.
9. Personal electronic devices are not to be taken into school locker-rooms or bathrooms.
10. Students using personal electronic devices in an inappropriate manner may have them taken for a period of time until they are picked-up by a parent. The administration reserves the right to determine what constitutes inappropriate use and will take disciplinary action when the rules of this handbook or the laws of Indiana are broken.

### **PEST CONTROL AND USE OF PESTICIDES**

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

- A. annually inform parents and staff members of the corporation's pest control policy at the time of student registration by a separate memorandum or as a provision in the staff and/or student handbook;
- B. provide the name and phone number of the person to contact for information regarding pest control;
- C. establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice;
- D. provide notice of planned pesticide applications to parents and employees who have requested advance notice;
- E. maintain written record for ninety (90) days of any pesticide applications.

The Corporation will provide notice to those in the registry at least two (2) school days prior to the date and time the pesticide application is to occur unless an emergency is declared. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for more information.

In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible.

For further explanations or questions please contact Mr. Bill Mallers, Assistant Business Manager, at 637-3155.

### **RELEASE OF STUDENT INFORMATION**

Release of Records: In accordance with the Family Education Rights and Privacy Act, school records for a student may be released only by the parent's or guardian's permission if the student is under 18 years of age except in instances where the records are requested by an educational agency to which the student seeks to apply or intends to enroll. If the student is 18 or older, then the student may grant permission for records to be released.

**Release of Directory Information:** As a general rule, NACS may release directory information about students without securing the prior written consent of the parent; however, NACS will be very selective as to whom it will release the information. Directory information includes the following: Name, address, telephone number, date and place of birth, major field of study, participation in officially recognized school activities, roster information, photograph/video, dates of school attendance, honors and awards. Examples of various groups that would request directory information include military recruiters, trade schools, news media, and alumni groups. Parents and adult students may refuse to allow NACS to disclose any or all of such "directory information" upon written notification to NACS within twenty (20) days after receipt of this notification. NACS may disclose "directory information" on former students without student or parental consent.

### **REPORTING STUDENT PROGRESS**

Grade cards will be issued each nine weeks, and need not be returned to school.

The progress will be noted by letter grades: (A) Excellent; (B) Good; (C) Average; (D) Poor; (F) Unsatisfactory. Also used will be "Keys to Comments" to indicate other characteristics noted by teachers.

Parents/Guardians may check a student's grade progress at any time through the school's online grade book system.

### **RESTRAINT AND SECLUSION**

As part of the emergency/safety procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others; however, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardians will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and/or seclusion.

### **Safety/Health numbers**

**Indiana 211:** Provides answers and resources for many problems.

**Suicide Prevention: 911; 1-800-784-2433; 1-800-273-8255**

### **SEXUAL HARASSMENT**

The School Board recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the corporation.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, disability, and/or other characteristic.

The harassment by a student of a staff member or fellow student of this corporation is strictly forbidden. Any student who is found to have harassed a staff member or student will be subject to discipline in accordance with the law and Code of Conduct.

The superintendent shall establish administrative guidelines which address the conduct prohibited by this policy and describe a reporting procedure. The superintendent shall ensure that the prohibited conduct and reporting procedures are available to all students and are posted in appropriate places throughout the corporation.

### **STUDENT ANTI-HAZING**

Hazing activities of any type are inconsistent with the educational process. All such activities are prohibited at any time in school facilities, on school property, and at any school-corporation sponsored event. Hazing is defined as performing any act or coercing another person to perform any act of initiation into any class, group, or organization that

causes or creates a risk of mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not exempt this policy.

### **STUDENT ASSISTANCE PROGRAM**

The problems and challenges facing young people today are well known. They include alcohol and drug misuse and abuse; teen pregnancy; eating disorders; suicide; grief; loss; family violence; coping with parental separation and divorce; and physical or sexual abuse.

The Student Assistance Program (SAP) is designed to effectively prevent and/or assist students with these problems to help them attain their full educational potential. Services are offered by a professional counselor at the school where it is convenient for the student and at no cost to the student. Any contact the student makes with the SA counselor will be kept confidential.

### **STUDENT CONDUCT AND DISCIPLINE**

One of the most important lessons education teaches is discipline. While it does not appear as a subject, it underlies the whole educational structure. No student has the right to interfere with other students' right to learn!

#### **THE DISRUPTION OF THE NORMAL SCHOOL PROCESS WILL NOT BE TOLERATED.**

Students are expected, and will be required, to conduct themselves in appropriate ways, to include respect for students and staff, conformity to school rules and regulations, and such provisions of the law apply to conduct of juveniles and minors.

**STUDENTS ALWAYS HAVE A CHOICE FOR THEIR BEHAVIOR...AND EVERY CHOICE HAS A CONSEQUENCE.**

The following are some examples of poor choices of behavior:

- 1) Cafeteria misbehavior
- 2) Theft, forgery
- 3) Destruction of school property/vandalism
- 4) Fighting
- 5) Possession/use of dangerous items (ie: explosives, knives, or other weapons)
- 6) Drug/alcohol violations – possession, use, distribution
- 7) Use/possession of any form of tobacco
- 8) Use of profane or vulgar language
- 9) Violation of the NACS Responsible Use Policy
- 10) Truancy or repeated tardies
- 11) Disrespect and insubordination towards a teacher or other staff member
- 12) Repeated violation of school rules, policies and procedures, including class disruptions

Northwest Allen County students shall not possess/use any tobacco/ nicotine products or smoking paraphernalia that include but are not limited to cigarettes, electronic cigarettes, smokeless tobacco, hookah pens, or vaporizer pens on school property at any time or at school events off NACS property. Students found using or in possession of tobacco products, nicotine products or paraphernalia will be subject to disciplinary action: suspension or expulsion.

Following is a list of student conduct, which shall constitute grounds for suspension and/or expulsion, in accordance with due process procedures as contained in IC 20-33-8:

- A. Except as provided in subsection (B)(12), the grounds for expulsion or suspension in subsection (B) apply when a student is:
  1. on school grounds;
  2. off school grounds at a school activity, function, or event; or
  3. traveling to or from school or a school activity, function, or event.
- B. Grounds for suspension or expulsion are student misconduct and/or substantial disobedience for which a student may be suspended or expelled includes, 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 rule:
    - 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. Continuously and 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 this 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. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action under-taken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this rule.
  5. Threatening or intimidating any student for any purpose, including obtaining money or anything of value from the student.
  6. Bullying or harassing any student, which is defined as overt or covert, repeated acts or gestures committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. These acts or gestures may include verbal or written communications, physical acts, or any other behaviors that produce the aforementioned results. This includes using school equipment/property to commit said acts. (I.C. 20-33-8-0.2)
  7. Sexually harassing any student or staff member as described in the *sexual harassment* section of this handbook. Sexual harassment may include acts of sexual nature including verbal comments, nonverbal actions, or physical contact.
  8. Possessing, handling, or transmitting a knife or any other object that can reasonably be considered weapon, or is represented to be a weapon. "Any object" includes any item that is considered a weapon but is not a fireman as defined in rule #13 below.
    - \*A student who must use a knife as part of an organized activity held by an organization that has been approved by the principal of the school is exempt from application of this subsection so long as the knife is used as a part of or in accordance with the approved organized activity.
  9. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
  10. Engaging in the unlawful 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 substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
  12. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  13. 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;
    - c. willful absence or tardiness of students;
    - d. 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. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
    - f. engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
  13. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device may receive Saturday School, suspension, or expulsion depending on the severity.
    - \*It is important to note that Child Exploitation [I.C. 35-42-4-4(b)] and Child Pornography [I.C. 35-42-4-(c)] are felonies and require school officials to notify law enforcement or child services of violations.
  14. Possessing a Firearm
    - a. No student shall possess, handle or transmit any firearm on school property.

- b. The following devices are considered to be a firearm under this rule:
  - any weapon that will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive
  - the frame or receiver of any weapon described above
  - any firearm muffler or firearm silencer
  - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
  - any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter
  - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
  - an antique firearm
  - a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
- c. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
- d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

The grounds for suspension or expulsion listed above (#1-15) apply when a student is:

- a. 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
  - b. Off school grounds at a school activity, function, or event, or
  - c. Traveling to or from school or a school activity, function, or event.
15. 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.

**Possessing a Deadly Weapon**

- 1. No student shall possess, handle or transmit any deadly weapon on school grounds.
- 2. The following devices are considered to be deadly weapons as defined in IC. 35-41-1-8:
  - a weapon, laser 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.
  - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of not more than one calendar year.
- 3. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

**20-33-8-30: Effect of Expulsion or Withdrawal Upon Enrollment in Another School Corporation**

- a. If a student is expelled from a school corporation under this chapter, or if a student withdraws from a school corporation to avoid expulsion, the student may not enroll in another school corporation during the period of the expulsion or proposed expulsion unless:
  - 1. The student informs the school corporation in which the student seeks to enroll of the student's expulsion or withdrawal to avoid expulsion;
  - 2. The school corporation consents to the student's enrollment; and
  - 3. The student agrees to the terms and conditions of enrollment established by the school corporation
- b. If a student fails to:
  - 1. Inform the school corporation of the expulsion or withdrawal to avoid expulsion;
  - OR
  - 2. Follow the terms and conditions of enrollment under subsection (a) 3; the school corporation may withdraw consent and prohibit the student's enrollment during the period of the expulsion.
- c. Before a consent is withdrawn under subsection (b), the student must have an opportunity for an informal meeting before the principal of the student's proposed school. At the informal meeting, the student is

entitled to:

1. a written or an oral statement of the reasons for the withdrawal of the consent;
2. a summary of the evidence against the student; and
3. an opportunity to explain the student's conduct.

### **20-33-8-17: Expulsion – Legal Settlement (Residence)**

A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

In accordance with state statutes, namely IC 31-6-4-3(a) 1,7, Carroll Middle School and Maple Creek Middle School will cooperate fully with other state agencies such as the welfare and court systems. We will jointly share information concerning student conduct and respond to information received where it might apply; in cases such as those affecting athletic eligibility.

### **STUDENT DRIVERS**

Students are not allowed to drive to school. Non-licensed motorized vehicles (mopeds, 3 or 4 wheelers, scooters, etc.) are not permitted on Carroll High School, Carroll Middle School, or Maple Creek Middle School property at any time including summer session or pre-season practices.

### **STUDENT SALES AND SOLICITATIONS**

The selling of merchandise, tickets, etc. is prohibited, unless school-sponsored. Announcements of non-school activities will be made only as such announcement or activity has a direct bearing on the operation of the school or school personnel. All announcements, posters, and advertisements of activities must be approved by office personnel.

### **SURVEILLANCE EQUIPMENT**

In order to promote student safety and safeguard taxpayer property, NACS has installed video and/or audio recording surveillance equipment in its buildings, buses and surrounding facilities. Be advised that your actions and/or words are possibly being recorded.

### **TELEPHONE USE**

School phones are for official school business. Students may request the use of the office phone to call home for the following reasons:

- 1) Illness
- 2) No money in a lunch account
- 3) Afterschool meeting or practice has been cancelled or had a time change (that day)
- 4) Discipline issues
- 5) Approval by the office staff

Unless essential, parents are not to call pupils during school hours.

### **TEXTBOOKS**

Textbooks are rented to students. These textbooks are the student's responsibility for care and use. The student should put his/her name, in ink, on the inside of the front of the book when the book is issued to him/her. At the time books are issued, any damage to the book should be called to the attention of the issuing officer. In the event the books are damaged, destroyed, or lost during the school year, the student is subject to the cost of rebinding or replacement of such a book. The cost for rebinding or replacement is established by the school administration. Workbooks are purchased by the student and become his/her property.

### **VISITORS**

All visitors are to report to the office. Visitors will be given a guest ID which must be displayed while in the building during school hours. Parent visitation to classrooms is acceptable IF scheduled ahead of time. VISITATION BY STUDENTS FROM OTHER SCHOOLS IS NOT PERMITTED – INCLUDING AT SCHOOL SPONSORED DANCES AND AFTER SCHOOL DURING BUS DISMISSAL.