



# **CLARKSVILLE MIDDLE SCHOOL**

**2018-2019  
STUDENT HANDBOOK**

## CLARKSVILLE MIDDLE SCHOOL

101 Ettel Lane  
Clarksville, Indiana 47129  
Phone: (812) 282-8235  
Fax: (812) 280-5004  
[www.ccsc.k12.in.us](http://www.ccsc.k12.in.us)

## CLARKSVILLE MIDDLE SCHOOL FRONT OFFICE STAFF

Principal: Mrs. Nikki Bullington  
Assistant Principal: Mr. Troy Mitchell  
Guidance Counselor: Mrs. Becky Bilsland  
Building Treasurer/Administrative Assistant: Ms. Libby Ross  
Administrative Assistant: Mrs. Maacah Lambert

## POLICY NOTIFICATION STATEMENT

It is the policy of the Clarksville Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, limited English proficiency, age, or handicapping conditions in its programs or employment policies as required by the Indiana Civil Rights Act (Indiana Code 22- 9.1), title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973). Grievance forms regarding Title IX and Section 504 compliance may be obtained from the high school main office.

### PROGRESS GRADE DATES

1. Wednesday, August 29, 2018	4. Thursday, January 24, 2019
2. Thursday, October 18, 2018	5. Friday, March 8, 2019
3. Monday, December 3, 2018	6. Monday, April 29, 2019

### MID-TRIMESTER GRADE DATES

1. Thursday, September 20, 2018	4. Friday, February 15, 2019
2. Friday, November 9, 2018	5. Friday, April 5, 2019
3. Friday, December 21, 2018	6. Thursday, May 24, 2019

### TRIMESTER GRADE DATES

1<sup>st</sup> Trimester = Friday, November 9, 2018  
2<sup>nd</sup> Trimester = Friday, February 15, 2019  
3<sup>rd</sup> Trimester = Thursday, May 24, 2019

## **I. School Information**

### **A. Principal's Message**

Clarksville Middle School is your school. The faculty, staff and administration hope you will enjoy it, honor it and profit from the time you spend here as a student. We continue to emphasize two basic values, *learning and respect*. The purpose of this handbook is to help you become aware of your privileges, opportunities and responsibilities as a citizen of this school.

### **B. Mission and Vision**

1. **Mission** - The mission of Clarksville Middle School is to teach students the skills necessary for academic and social success.
2. **Vision** - Clarksville Middle School - Small School...Big Dreams for Every Student.

### **C. Motto** - "Where success happens one student at a time."

### **D. School Nickname, School Colors and School Song.**

1. **School Nickname** - "Generals"
2. **School Colors** - Black and White

### **E. The School Day**

The doors open at 7:20. Students enter the building through designated doors and go to the gym or to the cafeteria. Bus riders enter through door #3 and car riders/walkers enter through door #1. Students do not go to their lockers prior to the bell ringing. At 7:45 the bell will sound and students will be released to go to their lockers and their respective classes. The school day starts at 7:50 a.m. and dismisses at 2:50 p.m.

### **F. Residency**

Students must live within the legal school boundaries to attend CMS or receive permission from the CSC school board to attend. Any student not living with natural parent(s) or guardian must establish custodial rights with legal settlement in the Clarksville Community School District in order to attend on a tuition-free basis. If a change of address occurs during the school year, the student will be allowed to complete the semester upon request. The school office must be notified within one week of a change of address or guardianship in order for the student to continue attending. State law prohibits the establishment of guardianship for the purpose of attending school in a given district according to I.C. 20-8.1-5.1-11. Any change in guardianship must be court approved & reported promptly to the counseling office. Any student and/or parent/guardian who fails to comply with the residency requirements of the school corporation will be subject to due process.

*\*When a family moves to a new residence or has a change in home or work phone number, please notify the school at once.*

### **G. Emergency Drills & School Closings/Delays**

#### **Fire Drill**

Fire drills will be held intermittently throughout the school year on an unannounced basis. Students should be aware of procedures for evacuating the building from every room or area in which they are in during the day. Procedures for evacuation are posted in each classroom.

Students should be aware of the following:

1. All windows and doors are to be shut.
2. Walk quickly. Do not run along the evacuation route.
3. There should be no talking.
4. Leave books and personal items in the classroom.
5. Remain outside until the "all clear" is given.
6. Do not use your cell phone/electronic device as this may jeopardize the airwaves for emergency personnel.

Move away from the building a minimum distance of 50 yards. During fire or explosion emergencies or drills, the routes that should be used are posted in each area of the school building.

*NOTE: Indiana Code 35-44-2-2 makes false reporting, such as sounding the fire alarm, a criminal act for which a student may be expelled according to Indiana Code 20-33-8, section (c).*

### **Tornado Warning and Drill Procedures**

1. In the event of a tornado warning, sighting, or drill, an emergency announcement will be made over the public address system.
2. Teachers and students should move quickly and quietly to tornado emergency positions as posted in each classroom.
3. Students are to remain absolutely quiet.
4. Students should either kneel or sit with knees up and heads down facing the wall and should bring books or sweaters for protection from flying debris.
5. Students and teachers should avoid being near outside doors or windows.
6. Teachers should take their grade books with them and remain near the students to ensure all students are accounted for.
7. When danger is imminent and time does not permit evacuation of rooms, students should move to the nearest interior wall or seek shelter under desks or sturdy tables, and should avoid areas where there is danger of shattering glass.
8. Students and staff are instructed to not use their cell phone/electronic device as this may jeopardize the airwaves for emergency personnel.

### **Emergency School Closing/Delay**

1. The decision to close or delay the start of school due to inclement weather or any other emergency will be made by the Superintendent as early as possible.
2. A message about the closing or delay of school will be on the corporation's website: [www.ccsc.k12.in.us](http://www.ccsc.k12.in.us). Community members can also sign up on the district's website for text and/or e-mail alerts to be notified in the event of an emergency or school closing/delay.
3. When conditions dictate closing or delaying school, the announcement will be given to WAVE-TV, WHAS-TV, WLKY-TV and WDRB-TV.
4. Announcements affecting our school will refer specifically to "Clarksville Community Schools."

### **H. Fieldtrip Procedures**

Students may occasionally participate in educational fieldtrips and tours. The school must ensure that all events are safe and properly supervised by adults in charge. School rules are enforced at all times and consequences shall be the same as those observed during school hours. Permission slips are required and must be signed by the parent or guardian and in the hands of school officials before pupils are allowed to participate. However, to demonstrate student responsibility and not inconvenience parents/guardians, it is required that fieldtrip permission forms be completed and returned by the due date and noted time. Oral permission over the telephone is not sufficient. Additionally, students who are failing any classes will not be permitted to attend educational fieldtrips and tours; these students will be required to remain at school and work on making up missing assignments, remediation programs, etc.

### **I. Fundraising**

The P.T.O. and other school groups and organizations, may sell items or services during the school year only for the purpose of augmenting the educational program of the school and only with permission of the School Board. Students who participate in fund raising activities are accountable, along with their parents or guardians, for money resulting from sales or the return of unsold merchandise. Individual students/private organizations cannot sell items or services in the school for personal or commercial gain.

### **J. Lockers**

All lockers used by students, including hallway lockers, physical education lockers, and athletic lockers are the property of the School Corporation. Students may use assigned lockers to store school supplies and personal items necessary for use at school. Lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purpose or an educational function, or which are forbidden by

state law or school policy. Though students are assigned individual lockers for personal use, the School Corporation retains the rights of ownership, and students have no expectation of privacy in the locker or its contents. The School Corporation may search a locker and its contents at any time.

1. **Use and Care of Lockers**

- Students may use lockers throughout the day.
- Students are encouraged not to bring money or articles of value that could be stolen to school.
- Students are encouraged not to set the lock so that it can be opened without working the combination.
- Lockers are not to be used by more than one student.
- Personal locker combinations should remain confidential.
- No open food, drink, or wet articles should be stored in lockers.
- Lockers should not be slammed, kicked, or over-filled. Decals, stickers, writing, tape, etc., that cannot be readily removed should not be used.

2. **Involvement of Law Enforcement Officers**

Administrators may request the assistance of law enforcement authorities to inspect lockers or their contents. The reason for involving law enforcement officers may be to identify substances that may be found in lockers or to protect the health and safety of persons or property.

If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant. Otherwise, the request will be denied and request that the principal make an inspection of a locker or its contents on behalf of, or in place of, a law enforcement official will also be denied. However, the principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker contains contraband. As a deterrent to serious drug problems, the superintendent, or the principal may secure the services of dogs trained in the detection of narcotics, drugs, or alcohol on school property.

**K. Valuables, Lost & Found and Supplies**

1. **Valuables.** Students are responsible for their personal property. They should not bring large amounts of money or expensive equipment to school. The school will not be held financially responsible for the theft or loss of any item brought to school by students.
2. **Lost & Found.** The school maintains a "Lost & Found." Students who find objects of value such as eyeglasses, jewelry, watches, and calculators are requested to turn these items in to the office. Parents, as well as students, are welcome to check the "Lost & Found" for items belonging to them. Lost and found items not claimed at the end of each grading period will be laundered and donated.
3. **Supplies.** Students must have all necessary supplies with them on a daily basis.

**L. Library**

The library facility is available to all students before school as well as during the school day. Students are encouraged to use this resource for classroom assignments and leisure reading. Books may be checked out for three weeks. A student and parent request form must be on file before a student may use the school's Internet. Stipulations of the Technology Use form must be complied with at all times. Failure to do so may result in loss of these privileges.

**M. School Pictures and Yearbook**

Pictures of every student and all major school organizations are routinely taken each year. All students are given the opportunity to purchase pictures and yearbooks.

**N. School Organizations/Clubs**

1. **Student Council**

Every student at Clarksville Middle School has the opportunity to apply for Student Council. Any student who is interested will turn in a letter of interest to the student council sponsors by a given date. A student must have a GPA for the year of 2.0 or better (on a 4.0 scale), have been absent from school (without a doctor's excuse) for fewer than eleven days and have been tardy to school fewer than seven times. If the student meets the qualifications their name is then given to the appropriate grade level teachers for a vote. Regular meetings occur after school.

2. **Charger Honor Society**  
Students who achieved Honor Roll for at least three grading period are placed on a ballot. Faculty considers scholarship, leadership, service, character, and citizenship in selecting students for this honor.
3. **Book Club**  
Students will have the opportunity to participate in personal reading and social interactions with other readers by joining the CMS book club. Book club members, in collaboration with their facilitator, will select books to read and discuss on a bi-weekly basis. The book club members will be given additional opportunities for reward when they have attended at least 90% of all meetings and have passed a minimum of 80% of book study assessments.
4. **Intramurals**  
The intramural sports program will provide students an opportunity to participate in a variety of competitive and recreational sport activities after school.
5. **Boys & Girls Club**  
Monday through Thursday from 2:50 p.m. to 6:00 p.m. Registration required.
6. **Parent Teacher Organization**  
Clarksville Middle School is fortunate to have an active PTO. In addition to many special functions, members of this organization assist in coordinating parent volunteers, conduct fund-raisers to support our learning environment, & finance special cultural opportunities for students. The PTO also sponsors dances, family nights, & various open house events each year.

## II. Attendance

### A. Attendance Policy

All students are expected to attend school regularly and be on time for classes in order to maximize the benefits from the instructional program. Good attendance will aide in the development of habits of punctuality, self-discipline, and responsibility, skills that are needed to be successful in school and the workforce. State guidelines suggest that schools maintain at least a 95% attendance rate. To meet this standard, as well as support the core value of learning, students need to attend school every day possible in order to achieve a high level of academic success. The responsibility for regular school attendance rests upon the student and his/her parent or guardian.

### B. Absences from school fall into one of four categories:

1. **Excused absence** are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These could include:
  - Illness verified by note from parent/guardian
  - Illness verified by note from Physician
  - Family funeral
  - Maternity
  - Military Connected Families (e.g. absences related to deployment and return)
2. **Unexcused absences** is any absence not covered under the definition of excused or exempt.
  - Unexcused absences 4 - 6: Twenty (20) minutes of after school detention
  - Unexcused absences 7 - 9: Sixty (60) minutes of after school detention
  - Unexcused absences 10+: In-school suspension

*NOTE: Failure to report to assigned detention will result in additional disciplinary action.*
3. **Truancy** (see page 8)
4. **Out-of-School Suspension or Expulsion.** Such absences are unexcused, but they are not counted toward the excessive absence limits.  
Every excused absence, medically excused absence, unexcused absence, tardy to school, early dismissal or absence due to truancy counts against a student's perfect attendance.

### C. Reporting Absences

1. Notify the school at (812) 282-8235 by 8:15 a.m. the morning of the absence. Please give the following information to the attendance personnel:

- Name and grade of the student absent.
  - The reason for the absence.
  - The relationship to the student of the person calling.
2. The school will attempt to contact parent/guardian to check on the cause of an unreported absence.
  3. Pupils absent 3 or more consecutive days are expected to submit a physician's statement upon return to school.

**D. Excessive Absenteeism**

Clarksville Middle School will work with Clark Superior Court No. 1 to improve student attendance.

1. Parents or guardians will be informed in cases of frequent student absences or tardiness.
2. Five (5) days absent to school - the parent or guardian will receive a letter or email from the Assistant Principal or attendance personnel outlining the school's attendance policy and encouraging improved student attendance.  
*\*After 5 or more unexcused/excessive absences, the school may refer the student and their family to an appropriate community service agency to assist in improving student attendance.*
3. Seven (7) days absent to school - a letter or email will be sent to the parents or guardians of the student outlining the attendance policy guidelines and expectations.
4. Ten (10) days absent to school - a TPEC meeting will be scheduled with the student, Assistant Principal and school-based probation officer. An agreement will be developed outlining future attendance requirements and expectations.
5. Failure on the part of the student/parents to abide by the guidelines of this agreement or failure to attend school attendance review panel meetings could result in one of the following:
  - Suspension, and ultimately expulsion, according to Student Due Process as outlined in I.C. 20-8.1-5-4 (b) 10 concerning "willful absenteeism."
6. A student who is unable to attend school is unable to attend extracurricular activities that day.
7. Students who are suspended in-school or out-of-school are not allowed to attend extracurricular activities.
8. Excessive absences may be excused for the following reasons:
  - Extended personal illness and/or surgery.
  - Death of an immediate family member.
  - Travel for a limited time period involving new educational experiences for a student which is requested, on an infrequent basis, by the parent or guardian at least one (1) week in advance of the proposed absence. A prearranged absence form should be obtained from the counselor.
  - Other highly extenuating circumstances will be determined by the Principal or his or her designee either in advance or on the day(s) of the absence(s).

**T.P.E.C Program – Truancy Prevention Education Class**

Clarksville Community Schools are partnering with Clark Circuit Court No. 4, Clark County Juvenile Probation, and Clark County Juvenile Detention Alternatives in a county-wide effort to improve student attendance. Students that reach six unexcused absences, a combination of ten excused and/or unexcused absences, or eight tardies will be required to attend a Truancy Prevention Education Class (T.P.E.C). T.P.E.C. is the preliminary step to participation in the Clark County S.M.A.R.T. Program (S.M.A.R.T.—School Matriculation Assistance Review Team).

T.P.E.C. is 30 minute class that will take place on the Clarksville Community Schools campus. T.P.E.C is to be attended by both the student and guardian because both are responsible for a student's attendance. If the student is over 18 only the student needs to attend. The class will be run by a Clark County Probation Officer and will focus on why attendance is important, the CMS attendance policy, and next steps if attendance does not improve.

**S.M.A.R.T. Program – School Matriculation Assistance Review Team**

The S.M.A.R.T. Program is being utilized to improve attendance of students who are not legally meeting Indiana attendance guidelines. The S.M.A.R.T. Program is a six month program that encompasses services provided by Clark Circuit Court No. 4, Clark County Juvenile Probation, and Clark County Juvenile Detention Alternatives.

Students will be placed in the S.M.A.R.T. Program if the student and/or guardian do not attend the mandatory T.P.E.C. or if the student continues to have absences after the student and/or guardian attend T.P.E.C.

**E. Make-Up Work**

1. Students with unexcused absences may be denied the chance to make-up or receive credit for work missed.
2. It is the responsibility of the student to ask each teacher for any work that he/she has missed.
3. For each day of absence, students will have the equivalent number of days (up to one week) in which to complete required make-up work.
4. On the 3rd day of a student's absence, parents/guardians may phone school to arrange the pickup of missed and/or future class assignments. A classmate can also make delivery if the office is notified of the arrangements in advance.
5. During an extended absence, more work will be supplied after current assignments are returned to the school.

**F. Prearranged Absences**

1. Pickup a "Prearranged Absence" form in the attendance office.
2. Have a parent or guardian complete the "Parent's Section."
3. Present the form to each teacher making them aware of the planned absence and obtain assignments.
4. Return completed form to the Assistant Principal or the attendance personnel.

**G. Tardiness**

All students are expected to arrive at school & class on time. Students must be in the classroom at the bell/the start of class or report with a pass in order to avoid a tardy.

Tardy counts start over each mid-trimester (every 6-weeks).

1. Students who are tardy in the morning report to the office, sign in, and receive a pass prior to going to class. Consequences are as follows:  
TARDIES 4 - 6: Twenty (20) minutes of after school detention  
TARDIES 7 - 9: Sixty (60) minutes of after school detention  
TARDIES 10+: In-school suspension  
NOTE: Failure to report to assigned detention will result in additional disciplinary action.
2. Students with frequent tardiness may be assigned other consequences as appropriate and their parents may be called for a conference.
3. Tardies to individual classes will receive consequences in the same manner but are counted separately from tardies to school.

**H. Early Dismissal**

1. Parents should send a note with the student stating time and purpose of dismissal if possible.
2. Parents and guardians are encouraged to make every effort to schedule doctor's appointments after school hours.
3. Early dismissal slips are not granted for entertainment or recreational activities.
4. Parents must come in the office to sign their student out for an early dismissal.

**I. Truancy**

A student is truant if they are absent without permission from a parent/guardian, principal/designee, or if they leave the building during regular school hours without permission. This includes truancy from a single class period. A student who is unaccounted for more than 10 minutes will be considered truant.

- First offense: One day of in-school suspension.



- Second offense: Two days of in-school suspension.
- Third offense: Two days out-of-school suspension and local authorities contacted (i.e. Clarksville Police Department and/or Juvenile Probation Department).

NOTE: A student may NOT make up work missed due to an absence that is considered unexcused or truant, with the exception of major exams or projects that would seriously impact a semester grade.

**J. Visitors**

1. Student visitations by parents/guardians, relatives and/or friends or relatives will not be allowed in the classroom.
2. Attendance at award programs or student performances is encouraged. Guest at programs are required to sign in and out of the event.

**K. Attendance Awards**

Perfect Attendance: The student must have attended school all periods, everyday for the entire school year.

**III. Expectations for Student Behavior**

**A. Bus Rules and Privileges**

**Clarksville Community School Corporation –  
Rules for Students Riding School Vehicles**

Clarksville Community Schools is providing you with the safest equipment and professional bus drivers, but understanding and following the rules also depends on you, the students and parents. **SAFETY is our first consideration in the operation of a school vehicle.**

1. **WHILE WAITING FOR THE SCHOOL BUS:**
  - Arrive at your stop five (5) minutes ahead of the scheduled pick up time.
  - **NEVER** run alongside bus. Wait until the bus comes to a complete stop to board. Students enter/exit at their bus stop only.
  - If you live on the opposite side of the street from the bus stop, always cross in FRONT of the bus when the way is clear.
  - Students fighting, using profanity, or making obscene gestures to the public or another student are subject to disciplinary action. Please report this to the principal.
2. **WHILE RIDING IN THE BUS**
  - The driver is in complete charge of the vehicle. Please obey the driver. Driver may assign seats.
  - Please be seated immediately and remain seated while the vehicle is in motion.
  - Students will enter and exit the bus only when it comes to a complete stop.
  - Students will not extend arms, legs, or head out of the bus.
  - Students enter/exit at their bus stop only, unless written permission is given to DRIVER from parent /school office.
  - Students will not litter the bus. A trash can is located at the front of the bus.
  - Do not mar, deface or cut seats. Parent/Guardian will be responsible for the cost of any damage.
  - For safety reasons, no objects will be placed in the aisle, emergency exit, or doorway. No animals (dead or alive) or large objects (including band instruments, jam boxes) that will interfere with the seating of others will be allowed.
  - No fireworks or weapons of any kind are allowed on the bus.
  - Loud, boisterous or profane language, indecent conduct, fighting, eating, teasing and smoking will not be tolerated. Driver needs to be able to hear trains, emergency vehicles, and car horns.
  - Respect pedestrians and occupants of other vehicles. Do not shout, make obscene gestures use profanity or throw objects from the bus.
  - Students will not tamper with the emergency door or fire extinguisher.

- Upon recommendation of the bus driver, school authorities can deny the privilege of riding the bus to any student who violates the rules or cannot conduct themselves in a courteous or responsible manner on the bus. If the student loses his/her riding privilege, he/she will be permitted to ride the bus home that day only.
- Violations will be reported to the principal or designee, who will determine appropriate disciplinary action and notify the parents.
- Bus drivers will not be able to conduct meetings with parents during the course of driving their route. If you need to speak with a driver, call the transportation office at 812-280-5015 to make arrangements. For all disciplinary matters, first contact the principal or assistant principal at the school.

**B. Telephone and/or Electronic Devices**

1. A telephone is available for student use before and after school & at times when teachers issue passes for that purpose. The student must receive permission to use a phone and must state the purpose of the call. Staff members will determine whether or not the call is necessary. Telephone calls should be limited in time.
2. Parents may call and leave a message for a student to call them. Return call will be made before school, at lunch or after school. Only in the case of an emergency will a student be called out of class to take a phone call.
3. ALL cellular phones and/or electronic devices must be turned off when entering the school building and placed out of sight. The use of cell phones/electronic devices is not permitted at any time during the school day within the classroom and hallway setting. If there is a violation of this policy, the staff member will follow the below steps:

**Offense 1:** Cell phone sent to the office and student must collect at the end of the day.

**Offense 2:** Cell phone sent to the office and a parent/guardian must collect at the end of the day.

**Offense 3:** Cell phone sent to the office, parent/guardian contacted by administrator, and loss of cell phone privilege for the rest of the trimester.

**NOTE:** *Students who lose cell phone privileges may bring their cell phone to school and turn it into Mrs. Bullington or Mr. Mitchell at the beginning of the day and retrieve it at the end. If a student who has lost cell phone privileges does not turn his/her cell phone into Mrs. Bullington or Mr. Mitchell, s/he will be placed in ISS.*

Students are responsible for their cell phones/electronic devices while on school grounds. CMS will not be held responsible for any lost or stolen cell phone/electronic devices.

4. Students who refuse to turn over their cell phone or electronic device as requested by any CMS staff member, will serve the following consequences:

**Offense 1:** In-school suspension (ISS)

**Offense 2:** 2 days of In-school suspension (ISS)

**Offense 3:** Out of school suspension (OSS)

**NOTE:** *This is accumulative for the entire school year.*

**D. Student Laptop Computers**

Each student will be issued a student laptop for classroom use. Student laptops are the responsibility of the student and each student is expected to treat the laptop with care and maintain its security. Students are responsible for avoiding situations that are conducive to loss or damage to the laptops and are expected to only use the laptop issued to them. Students traveling from class to class are expected to secure the laptop to avoid damage. Failure to follow the expectations above and the specific guidelines noted in the *CMS Acceptable Use documents* will result in consequences, which can include loss of laptop privileges (see below).

The below consequences will be followed when damage is reported to the school administration. Random

device checks will be made to ensure students are maintaining assigned devices as expected.

**Offense 1:** 1 day of in-school suspension (ISS)

**Offense 2:** 2 days of in-school suspension (ISS)

**Offense 3:** Loss of use of device for remainder of the trimester

*Note: Major damage to a device could result in loss of device privileges for the whole school year. This determination will be made by the school administration.*

**E. Recreational Items**

Personal entertainment items such as toys, water guns & electronic games are inappropriate for school and must remain at home. If these items are brought to school they will be confiscated, parent/guardian contacted and returned to the student at the end of the school day

**F. Personal Props/Possessions**

Items such as relics & antiques (e.g. swords, bows and arrows, etc.) animals/pets, tools & various mechanical devices, shall be brought to school only with prior consent & written approval of both parent/guardian & the principal(s). A form is available in the principal's office.

**G. Dress Code and Grooming**

The Board of School Trustees believes that student appearance is an important part of the school climate. Our student attire policy is intended to create a positive environment for education, help students concentrate on schoolwork, reduce discipline problems, and improve school safety and order. Individual schools are encouraged to adopt specific dress policies and procedures to establish appropriate learning environments. In keeping with that belief, the following dress standards are established as a minimum acceptable standard for student dress, and shall be adhered to in all schools within the Corporation.

1. Selection of dress is a parental responsibility, and modesty should prevail in styles of dress.
2. Students shall dress appropriately for educational activities so as not to disrupt the educational process, endanger their own health, safety, welfare, or that of others.
3. The following articles of clothing are not permitted: tops that are strapless or backless; spaghetti straps or tank tops (regular sleeveless blouses and dresses are acceptable); low-cut tops and bare midriff tops; shorts, skirts, pants/slacks and tops that fail to conceal undergarments; shorts, skirts and dresses that are shorter than fingertip length when arms are at side (should be worn mid-thigh.); pajamas.
4. Pants are to be worn at the waist and free from holes above the knee.
5. Clothing and accessories shall be free of writing, pictures, symbols or any other insignia which are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive. Clothing and accessories that degrade any cultural, religious, or ethnic values; that advocate racial, ethnic, religious prejudice, or discrimination; that promote sex, the use of tobacco, drugs, alcohol, or any unlawful acts are prohibited.
6. Gang related clothing or accessories, including but not limited to bandannas, symbols, emblems, or insignia are prohibited. School officials shall consider information obtained from community agencies and resources when making these judgments.
7. Shoes or sandals are to be worn at all times.
8. Any clothing, jewelry, or accessories, which create a safety or health concern, or cause a disruption to the educational process is prohibited.
9. Hats, caps, and jackets are to be placed in locker during the school day.
10. Dark glasses are not to be worn indoors, except for valid medical reasons.
11. Exceptions may be made by the administration for special days, special events, or activities.
12. Appropriate consequences shall be specified according to discipline policies.
13. Final determination of what constitutes appropriate dress shall be made by the school administration.

**H. Corridor Policy**

Students should enter the classroom quietly, take their seats and get ready to begin work traffic and avoiding loud or distracting noise. Discard trash in the containers provided. Keep the school clean by picking up paper off the floor and recycle paper when possible.

**I. Classroom Passes**

Each classroom teacher will have designated passes for the following: hall, library, office, and restroom. A student must have one of these lanyard passes to be out of their classrooms.

**J. After-School Remediation for Math & ELA**

Students who are not mastering Math and/or ELA essential skills may be required to stay after school with his/her Math and/or ELA teacher for remediation. This is an expectation. Students who fail to stay on the assigned days will be removed from reward time and/or school-sponsored fieldtrips and tours.

Parents/guardians will be notified by the classroom teacher 24-hours in advance and a late bus will be provided for students who live in district on the days of remediation.

**K. Areas of Restricted Use**

Faculty lounges, offices & workrooms are off limits to students at all times. Students should not go behind counters in the office area without permission. Except when in use, students are not permitted to be in, or to cut through, Charger Hall. Students should not be in the building or on the grounds of either Clarksville High School or Clarksville Elementary School at any time before, during, or immediately after school unless they are under the direct supervision of a staff member.

**L. Conduct at Assemblies and Athletic Events**

Common courtesy demands that all students follow the above rules of good conduct.

1. During assemblies students are to sit in assigned areas and show respect to those presenting.
2. Applause is the accepted method of showing appreciation in the auditorium.
3. At athletic events, students should come ready to watch the game and behavior should be enthusiastic, but not rowdy. The principles of good sportsmanship apply in victory & defeat.
4. Students are to remain inside the gym area or playing field.
5. Bikes should be parked & secured at bike rack.
6. Only team players, managers and coaches are permitted into dressing room areas.
7. Cheer for your team loudly and enthusiastically, but do not boo or heckle opponents.
8. No pass-outs will be issued to students and there will be no re-entries. If a student's conduct is not acceptable at an assembly or athletic event, he/she will be restricted from attendance at future events.

**M. Good Neighbors**

Clarksville students are expected to be good neighbors while walking to & from school. Students should use sidewalks wherever possible, not cut across yards, and respect private property by not littering or loitering before or after school. This would also hold true if a bus stop is in the yard of a neighbor.

**IV. Academic and Social Success / Guidance**

**A. Grading and Reporting**

The school year is divided into four grading periods of about nine weeks each. Students will receive their report cards during the week following the end of each grading period. All Clarksville schools will use the following grading scale:

A+	100	B	84-86	C-	70-73
A	94-99	B-	80-83	D+	67-69
A-	90-93	C+	77-79	D	64-66
B+	87-89	C	74-76	D-	60-63
				F	0-59

**B. Honor Roll**

An Honor Roll listing of those students who have done outstanding work will be compiled at the close of each grading period. All students are urged to do work that is equal to their ability & to strive to make the Honor Roll.

1. Principal's Award requires a no grade lower than an A-.
2. Honor Roll requires a 3.0 GPA with no grade lower than a B-.
3. To compute honor roll & grade point average, the following table will be used: A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, D- = 0.7 and F = 0 points. Total the grade points & divide by the number of courses taken.

**C. Charger Club**

Charger Club is twelve-week grading period reward for qualifying students. Students will only be eligible based upon their TRIMESTER grades. The criteria are as follows:

1. No grades below a B-
2. Absences are limited to 3 or less. This includes tardies, early dismissals, and days absent.
3. No discipline referrals.

**D. Student of the Month**

Each month during the school year, one student from each grade level are selected as Students of the Month. From these four students, the 8<sup>th</sup> grader selected will be honored as the Student of the Month at the school board meeting. The Student of the Month Award based on academic performance, personal characteristics, & extracurricular involvement.

**E. Student Records**

A cumulative record is maintained for each student from his or her entrance into school through the twelfth grade. Such records, pertaining to the individual student, are confidential and may be used only for the benefit, promotion, or welfare of the pupil. Upon request, parents may view and receive an explanation of the various reports and information contained in the file.

**F. Parent/Guardian Conferences**

Parents should feel free to request a conference with any CMS staff member concerning their student's progress and/or behavior. Meetings with Administrators, Counselor, Classroom Teachers and/or other CMS Staff Members are by appointment only.

**G. Promotion and Retention**

At the end of the school year, if a parent/guardian is concerned about their child's academic progress and want to discuss retention, a meeting with the building principal, counselor, and classroom teacher(s) must take place to review student achievement data, grades and behavior. At this meeting, a collaborative decision will be made by all present if promotion or retention is in the best interest of the student.

**H. Guidance Counselor**

Clarksville Middle School's Counseling Department provides personal, occupational, & educational counseling. Students may receive counseling on an individual basis, small group basis, or through the presentation of classroom guidance lessons. The counseling office is a place where students, parents & school staff can come to discuss a wide variety of concerns they might have about school, home, or personal development. The Guidance Office is located in the center front area of the middle school. Students may come to the office before or after school, or during the school day with a pass from the teacher or counselor. Parents wishing to speak with the counselor or arrange a conference may do so by calling the school. Special programming for students through the Counseling Department includes a variety of self-improvement options such as: group guidance activities, goal setting, mentoring, tutoring, & referral to outside agencies. Additional services through the guidance office include the explanation of achievement & ability testing results, student scheduling & orientation, peer mediation program, & several career exploration & information activities.

*Because counseling is based on a trusting relationship between counselor and student, the counselor can choose to keep the information shared by students confidential. You will be notified if:*

1. *If the child reveals information about hurting himself/herself or another person.*
2. *If the child reveals information about child abuse.*
3. *If the child reveals information about criminal activity.*

**I. Work Permit**

Process for Obtaining a Work Permit

1. Obtain employment (this means you must be HIRED by an employer.)
2. Obtain an "Intent to Employ" card from Mrs. Bilisland, or if it is during the summer when the middle school office is closed, the intent to employ form is available at the high school main office.
3. Once your employer completes the intent to employ form, take the following to the high school office to obtain your work permit:
  - Original birth certificate
  - Proof of school attendance and grades (most recent report card is sufficient)

- Completed intent card
- \*Work permits are not issued for students with poor attendance or poor grades. They are also not issued for prohibited jobs or for students who have been expelled.*

**J. Student Laptop Computer & Classroom Textbooks**

Each student will assigned a laptop computer and must agree to the acceptable use policy as outlined by the Board of Education. The laptop computer will remain at school daily. A basic classroom set of textbooks and materials is issued to each student at the beginning of the year. The textbook rental and material fee is established by the Board of Education and is collected during registration. If full payment is not received at the time of registration, a reminder notice will be mailed to parents. Accounts are due and payable upon billing and considered delinquent after thirty (30) days. Collection of delinquent accounts will be handled in small Claims court.

**K. Textbook Assistance**

Parents may apply for free textbooks through the Federal Free and Reduced Lunch Program. If students qualify for free or reduced lunch, they qualify for free textbooks; however, everyone must pay student fees. School officials inspect, number, and assign all textbooks. Students will be held responsible for any undue wear and tear on the textbooks issued to them. If a book is misused, defaced, or lost, Clarksville Middle School reserves the right to assess an appropriate penalty or replacement fee. The student provides all other supplies.

**L. Right to Inspect Instructional Materials**

In addition to any other rights with respect to the inspection of instructional materials, the parent or guardian of a child enrolled in a school within the Clarksville Community School Corporation which receives funds from the United States Department of Education, either directly or indirectly, shall be entitled to inspect those instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any school program or curriculum.

**V. Health and Wellness**

**A. Health Services**

The school and its programs promote wellness and the importance of regular attendance. Health services include screening for hearing and scoliosis in grade 7 and vision in grade 8. All students will receive screening unless written notice from a parent is received, and parents will be contacted only if your child fails a screening.

**B. Immunizations & Athletic Physicals**

1. All students are required to have current and complete immunization records; in-coming sixth grade students (and new seventh and eighth grade students) are required to have a second measles booster shot.
2. Prior to participating in any sport, a student-athlete must have a physical examination. Athletic physical paperwork is available in the front office.

**C. Illness at School**

During the school day, students who are ill should report to the nurse's office during passing period. Visits during class should be limited to emergencies. In the case of illness or injury, the school nurse or a member of the school staff will care for a student.

*\*Note: It is essential that the school have on file at least 2 emergency numbers where parent or guardian can be reached at all times.*

**D. Guidelines for Illness Release**

Clark County Health Department guidelines suggest that students be sent home under one of more of the following conditions:

1. Temperature of 100.0 F or more.
2. A contagious (or suspected contagious) rash.
3. Diarrhea and/or vomiting.

**E. Medication**

All medication, prescription drugs & over-the-counter medicine, will be administered to students under the following guidelines:

1. Written permission (Forms available in the Office) of parents or guardian
2. Properly labeled medicine with:

The student's name,  
Name of medication,  
Dosage and time to be given, and  
Doctor's name (for Prescription Medication)

3. If a student needs cough drops, we request written permission be given by the parent to the nurse who will review our procedures.
4. All medication brought to school must come to the office, so that it can be kept & administered under adult supervision. No medication is to be held by the student (in purse, locker, etc.)
5. A written statement from the student's physician is required for a student to self-administer emergency medication.

\*Senate enrolled act #376 prohibits the school from sending medication home with a student. Parents must pick up any unused medication upon the student's withdrawal or at the end of the school year.

**F. Insurance**

The school does not carry insurance that will cover a student if an injury occurs at school. However, the school corporation contracts with an insurance company for student insurance that will provide coverage on a school-time or 24 hour basis for a very reasonable fee. The student insurance plan is available to all students of Clarksville Middle School. Information & application are available at the time of registration as well as from the nurse or the central office. Insurance is the responsibility of the student & his/her parents, both for health insurance & for personal property.

**G. Wellness**

It is a researched and documented fact that our society is suffering from unhealthy eating habits and not enough exercise. The state has mandated that each school corporation develop a health & wellness policy. This policy will affect our schools in a variety of ways. We do not yet know the full impact the policy will have on our daily routines but we do know this is in the best interest of all concerned. Our school has no vending machines for student use. As a school we will discourage and greatly reduce food and beverages of minimal nutritional value. The type of food sold and allowed in the cafeteria will be in accordance to the policy. Students will not be allowed to have soft drinks or fast food brought in to the cafeteria. A complete copy of the policy is available in the principal's office.

**VI. Student Discipline**

**A. Behavior**

Good behavior is one of the most important responsibilities a student has in school. Appropriate behavior allows student to have a positive learning environment, & students will be expected to contribute by behaving responsibly. Students, parents, & teachers share in maintaining this productive climate, so that students may reach their fullest potential. Special education students who violate student rules & regulations will be disciplined in the same manner as regular program students unless the behavior is part of the student's handicapping condition(s).

**B. Procedures for Violations**

The following procedures are used for the violations of the student code of conduct

1. Investigation of the infraction
2. Hearing with administrator or representative and parties concerned.
3. Attempt to contact parent or guardian by email or phone.
4. Disciplinary action.

**C. Discipline Behavior Chart**

Student discipline issues and consequences will tracked on a behavior chart to help ensure students understand where they are in the disciplinary process here at Clarksville Middle School.

**D. After-School Administrative/Teacher Detention**

After-school detentions are part of the discipline process here at CMS for students who fail to follow classroom/building expectations. Students who fail to serve an assigned after school detention will be placed in ISS the following day. Assigned detentions follow the below guidelines

General Detention Guidelines:

1. Detention will be served on a given day in a designated area from 2:55-3:55 p.m.

2. If a student is late, talks or sleeps during detention, does not do assigned work or does not stay for the entire time, he/she will be required to serve the detention period again; if the same behavior occurs on the second detention assignment, the student will be placed in ISS the following day.
3. Parents will be advised in advance of serving this punishment, so that arrangements can be made for transportation.
4. The assistant principal, or his/her designee, will supervise administrative detentions. The detentions will run from 2:55-3:55 p.m. The location of the detentions will be on campus.

**E. Suspension and Expulsion**

The Board of School Trustees of the Clarksville Community School Corporation has provided a procedure for the handling of student suspension, expulsions, and exclusions from school. The basic premise of this policy is fairness and adherence to student due process.

1. In-school Suspension - (ISS) is one method of handling chronic and/or less severe behavior problems. The student serving ISS reports to an assigned area for part of or the entire day, receives work from their classroom teachers, but attends no classes. Students serving an in-school suspension will not be allowed to attend or participate in any extracurricular event on the day of the suspension. This is served in the CMS ISS Room. Students who fail to follow ISS expectations will be removed from the ISS room and suspended from school (OSS) on the day of the occurrence.
2. Out-of-school Suspension - (OSS) may be used for more serious behavior problems, for students who are repeat offenders, or for students who pose a threat to safety or the educational environment. A school administrator may suspend a student for a maximum of ten days. Students who are suspended out-of-school are not allowed to make up work missed in classes with the exception of major tests, projects, reports, etc. which profoundly affect grades. In addition, students who are given out-of-school suspension will be excluded from all school activities from the time a suspension is assigned until the beginning of the school day when the student is expected to return.
3. Expulsion - will be requested by school officials when a discipline matter is either so serious or so chronic that such action is warranted. \*When a student has reached the 8th day of out-of-school suspension the parents will be notified in writing that a recommendation of expulsion may be made at the 10th day of out-of-school suspension. The length of the expulsion period may vary from the balance of a grading period or could extend for the duration of the then current semester, the remainder of a school year, or might even extend into the next school year depending on the date and the severity of the offense.

**F. Suspension Procedures**

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

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

**G. Expulsion Procedures**

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:



- a. Legal counsel
  - b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
  3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
  4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
  5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student's or parent's appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.
- LEGAL REFERENCE: 20 U.S.C. 8001, 20 U.S.C. 8002, I.C. 20-33-8-1 et seq., I.C. 35-44-2-2(c)2

## **VII. School Policies**

### **A. Bullying**

1. **Defined**  
There are many definitions of bullying and most of them seem to have three common threads:
  - It consists of deliberately hurtful behavior;
  - It occurs repeatedly over a period of time;
  - It is difficult for those being bullied to defend themselves.
2. **Occurrences**
  - Physical - where the person being bullied is hit kicked or when belongings are taken or damaged.
  - Verbal - bullying which consists of name-calling or insulting, racist or sexist remarks.
  - Indirect - when malicious rumors or stories are spread or the person is excluded from the social group.
3. **Examples of bullying or harassment that occur in school:**
  - Someone is threatening to beat you up in school, including when walking to or from school, when you get on or off the bus, while at the bus stop, while talking on your phone, while you are online using instant messaging, in chat rooms, or by email.
  - Someone is taking something of yours without your permission.
  - Someone is spreading rumors about you or your family.
  - Someone is embarrassing you in front of others by either calling you names or doing something to you, like hiding your book.
  - Someone is telling other kids not to talk to you or be friends with you.
  - Someone continues to shove into you in the halls and says it is always an accident.
  - Someone is sexually harassing you (always following you around, whistling at you when you walk by, making comments about your body, etc.).
4. **Make a report when:**
  - Someone is threatening to beat you up.

- Someone keeps taking things without your permission.
- Someone is spreading rumors about you or your family.
- Someone is embarrassing you in front of others.
- Someone is telling other kids not to talk to you.
- Someone continues to shove you in the halls.
- Someone is sexually harassing you.

5. **Consequences – Administrative Discretion**

**B. Hazing**

In accordance with Indiana Code 35-42-2-2, Section 2, no student shall be subjected to any form of hazing. Hazing occurs when an act that creates a substantial risk of harm to the student or to any third party in order for the student to be initiated into or affiliated with any school group, club, athletics team, grade level, activity, or organization. Hazing includes but is not limited to:

Any activity involving an unreasonable risk of physical harm, including paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body, and participation in physically dangerous activities.

1. Any activity involving the consumption of alcohol, drugs, tobacco products, or any other food, liquid, or other substance that subjects the student to unreasonable risk of physical harm.
2. Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature.
3. Any activity that subjects a student to an extreme and unreasonable level of embarrassment, shame, or humiliation or which creates a hostile, abusive, and intimidating environment for the student.
4. Any activity involving any violation of federal, state, or local law or any violation of school district policies and regulations.

**C. Racial Harassment**

In accordance with Board policy 51.43.4, no student or employee shall be subjected to any form of racial harassment. Racial harassment consists of unwelcome racial comments and other inappropriate verbal or physical conduct of a racial nature when made by any employee to a student, student to employee, employee to another employee, or student to another student. A full description of the corporate policy and forms to be used in filing a complaint may be obtained from either the office of the high school principal or the office of the superintendent. Any initial complaint should be registered with the building principal when feasible.

**D. Sexual Harassment**

In accordance with Board policy 4050 and 51.43.3, no student or employee shall be subjected to any form of sexual harassment. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favor, or other inappropriate verbal or physical conduct of a sexual nature when made by any employee to student, student to employee, employee to another employee, or student to another student. A full description of the corporate policy may be obtained from either the office of the high school principal or the office of the superintendent. Any initial complaint should be registered with the building principal when feasible.

**E. Sexting**

Sexting is defined as 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. Violation of any of the information contained in this section may be considered as a ground for suspension or expulsion from school. Student cell phones have been found in a number of Indiana school districts to contain evidence of "sexual conduct" as defined above. As a result, it is important for parents and students to be aware of some of the potential legal consequences should this occur in our school system.

1. The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
2. It is "child exploitation", a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit,

- matter that depicts or describes "sexual conduct" by a child under the age of 18.
3. It is "child pornography", a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
  4. "Sexual Conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
  5. The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-52-4-4(b) to register as a sex offender.

**F. Drugs and Alcohol**

Violation of rules regarding drugs & alcohol at Clarksville Middle School is considered to be a very serious disruption of the educational process, & will be dealt with most severely. The following are violations of the disciplinary code of Clarksville Middle School, whether on the school grounds at any time, or at any school activity, function, or event at any location or on the school bus:

1. No student may possess, use, or be under the influence of a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind. This includes look-alike drugs.
2. No student may provide, by sale or otherwise, any substance that he/she represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
3. No student may possess or use any substance which he/she has reason to believe is or that has been represented to him/her as any of the aforementioned drugs or alcohol.
4. No student may give or take another student's medicine.
5. All students who violate this policy are subject to the following:  
First Offenders:
  - Parent notified and conference arranged at earliest possible time.
  - A ten-day suspension - pending the right of the student to attend an expulsion meeting according to due process.
  - Barred from participating in or attending all school-related activities until a decision is made by the expulsion examiner concerning a meeting.
  - Expulsion charges are initiated and an expulsion meeting is scheduled to determine the length of the expulsion period. At the expulsion meeting a recommendation will be made by the middle school principal to the Examiner based on the student's overall discipline record and the student's willingness to seek counseling from an approved agency. Based on these factors, the penalty could range from remaining in school on a probationary status to expulsion from school for a period of time up to one year.
6. Subsequent Offenders and Sellers:
  - Suspension from school pending expulsion following due process procedures will be implemented.

**G. Tobacco Products**

This policy applies to the possession & use of tobacco on all school grounds if students are clearly visible to school personnel. As tobacco products are prohibited on all school premises, students who are observed using or handling tobacco products while under the jurisdiction of school officials shall be subject to the following disciplinary action:

1. First Offense for Possession - One day of in-school suspension
2. First Offense for Use - Two days of in-school suspension
3. Second Offense - Three or more days of out-of-school suspension. In addition, law enforcement will be contacted and the student will be cited according to state law for a Class C Infraction that

carries a fine of up to \$500 for juveniles less than eighteen years of age.

4. Third Offense (the same school year) - Suspension from school pending expulsion following due process procedures.

#### **H. Weapons**

Indiana law prohibits weapons in or about schools regardless of the purpose. Students & parents are urged to carefully read Subsection 6, Page 9 which refers to "knowingly" possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon. Students and parents should be aware that a weapon might be defined as item that can inflict harm on another person.

#### **I. Policy Notification Statement**

It is the policy of the Clarksville Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, limited English proficiency, or handicapping conditions in its programs or employment policies, as required by the Indiana Civil Rights Act (I.C.22©9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973). \*Inquiries regarding compliance with Title IX may be directed to Scott Gardner, Principal, Clarksville Middle School, 101 Ettl Lane, Clarksville, Indiana, 47129; & regarding Section 504, inquiries should be directed to the Assistant Principal of Clarksville Middle School.

## **DUE PROCESS LAW STATE OF INDIANA**

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of Indiana Code 20-33-8, administrators and staff members may take the following actions:

#### 1. SUSPENSION FROM SCHOOL BY PRINCIPAL:

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to (10) school days.

#### 2. EXPULSION:

A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under Grounds for Suspension and Expulsion, Section C and Section D.

#### **GROUND FOR SUSPENSION OR EXPULSION, I.C. 20-33-8-14(a):**

The grounds for suspension or expulsion listed in section A. below apply when a student is:

- (a) on school grounds immediately before, during, and immediately after school hours and at any time when the school is being used by a school group (including summer school);
- (b) off school grounds at a school activity, function, or event; or
- (c) traveling to or from school or a school activity, function or event.

#### **A. Student Misconduct and/or Substantial Disobedience, I.C. 20-33-8-14**

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

- (1) Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes or urging other students to engage in such conduct. The following enumeration is 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 thereof.
  - (c) Setting fire to or damaging any school building or property.
  - (d) Prevention of, or attempting to prevent by physical act, the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.
  - (e) Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an educational function.
- (2) Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.

- (3) Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in violent activity.
- (4) Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
- (5) Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
- (6) Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
- (7) Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
- (8) Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
- (9) Failing to report the actions or plans of another person to a teaching or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
- (10) Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
- (11) Possessing, using, transmitting, or being affected by any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, or intoxicant of any kind. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
  - a. *Exception to Rule 11:* a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be completed by a physician and must include the following information:
    1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medicine.
    2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    3. The student has been instructed in how to self-administer the prescribed medication.
    4. The student is authorized to possess and self-administer the prescribed medicine.
- (12) 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.
- (13) Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
- (14) Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
- (15) Offering to sell or agreeing to purchase a controlled substance or alcoholic beverage.
- (16) Failing to comply with directions of teacher 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.
- (17) Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
- (18) Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
- (19) Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- (20) Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
- (21) Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- (22) Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
- (23) Engaging in pranks that could result in harm to another person.
- (24) Use or possession of gunpowder, ammunition, or an inflammable substance.
- (25) Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - (a) engaging in sexual behavior on school property;
  - (b) engaging in sexual harassment of a student or staff member;
  - (c) disobedience of administrative authority;
  - (d) willful absence or tardiness of students;

- (e) engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
  - (f) violation of the school corporation's acceptable use of technology policy or rules;
  - (g) violation of the school corporation's administration of medication policy or rules;
  - (h) possessing or using a laser pointer or similar device.
- (26) Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.
- (27) Any student conduct rule the school building principal establishes and gives publication of to all students and parents in the principal's school building.

**B. Bullying, I.C. 20-33-8-13.5**

- (1) This rule applies when a student is:
- (a) On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
  - (b) Off school grounds at a school activity, function, or event;
  - (c) Traveling to or from school or a school activity, function, or event; or
  - (d) Using property or equipment provided by the school.
- (2) Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
- (3) Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
- (4) Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
- (5) Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention of bullying.
- (6) All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

**C. Possessing A Firearm or a Destructive Device, I.C. 20-33-8-16**

- (1) No student shall possess, handle, or transmit any firearm or a destructive device on school property.
- (2) The following devices are considered to be a firearm under this rule:
- \* any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - \* 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
  - \* the frame or receiver of any weapon described above
  - \* any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
  - \* any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
  - \* an antique firearm
  - \* a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
- (3) For purposes of this rule, a destructive device is
- \* an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.
  - \* a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - \* a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

- (4) 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 of the first semester after the one year period. The superintendent may reduce the length of expulsion, if circumstances warrant such a reduction.
- (5) The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. Possessing a Deadly Weapon, I.C. 20-33-8-16

- (1) No student shall possess, handle, or transmit any deadly weapon on school property.
- (2) The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
  - \* a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - \* an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
- (3) The penalty for possession of a deadly weapon; up to (10) days suspension and expulsion from school for a period of up to one calendar year.
- (4) The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. Unlawful Activity, I.C. 20-33-8-15

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 that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

F. Legal Settlement, I.C. 20-33-8-17

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

**SUSPENSION PROCEDURES** - When a principal or his/her designee determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to (a) a written or oral statement of the charges; (b) if the student denies the charges, a summary of the evidence against the student will be presented; (c) the student will be provided an opportunity to explain his/her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situation, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent/guardian of a suspended student will be notified in writing. The notification will include dates of the suspension, description of the student's misconduct, and the action taken by the principal. Indiana law requires school principals to notify the BMV to invalidate the driver's license of a person under the age of 18 who is under expulsion, exclusion or second suspension from school for the current school year. The license shall remain invalid until the individual turns 18 or the student has re-enrolled in school and is in good standing.

**EXPULSION PROCEDURES** - Rules and Procedures Governing Expulsion are on file at the superintendent's office.