

# School City of Mishawaka



2016–17

## Handbook for Students & Parents

*Elementary Schools:*

Battell • Beiger • Emmons • Hums  
LaSalle • Liberty • Twin Branch

*Middle & High Schools:*

John J. Young Middle School  
Mishawaka High School

Equipping Students to Excel



ADMINISTRATIVE CENTER

1402 South Main Street • Mishawaka, IN 46544

phone 574-254-4500 • fax 574-254-4585

website • [scm.mishawaka.k12.in.us](http://scm.mishawaka.k12.in.us)

# 2016~2017 Calendar Highlights

## AUGUST

16 First Student Day Full Day

## SEPTEMBER

5 Holiday: Labor Day

## OCTOBER

6 MHS Parent/Teacher Conferences  
No school for MHS students

20 Elementary & Young  
Parent/Teacher Conferences  
No school for students

21 Fall Recess Day

## NOVEMBER

8 Fall Recess Day

24–25 Thanksgiving Recess

## DECEMBER

26–30 Winter Break

## JANUARY

2–6 Winter Break

16 Holiday: Martin Luther King, Jr. Day

## FEBRUARY

17 Snow Make Up Day

20 Holiday: President's Day

27,28 ISTEP Testing

## MARCH

1–10 ISTEP Testing

20 Snow Make Up Day

## APRIL

3–7 Spring Break

14 Recess Day

17–28 ISTEP Testing

## MAY

1–5 ISTEP Testing

29 Holiday: Memorial Day

31 Last Student Day\*

\* Make-up days for inclement weather may be: 2/17/17, 3/20/17. Additional days may be added at the end of the school year, if necessary.

### Grading Periods

#### Elementaries & Young:

10/14/16 End of 1st grading period  
12/23/16 End of 2nd grading period  
3/17/17 End of 3rd grading period  
5/31/17 End of 4th grading period

#### Mishawaka High School

9/23/16 End of 1st grading period  
11/4/16 End of 2nd grading period  
12/23/16 End of 3rd grading period  
2/24/17 End of 4th grading period  
4/21/17 End of 5th grading period  
5/31/17 End of 6th grading period

### School Hours: Students

#### Elementary Schools

8:45 a.m. to 3:00 p.m.

#### John Young Middle School

8:10 a.m. to 3:15 p.m.

#### Mishawaka High School

7:50 a.m. to 3:10 p.m.

# School City of Mishawaka 2016–17 Handbook for Parents and Students

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**NOTICE TO PARENTS & STUDENTS:** Every effort has been made for the information in this handbook to be correct and accurate at the time of printing. This handbook replaces previous handbooks and supersedes the information communicated by individual schools. Any changes or additions in Board of School Trustees' policies during the school year will replace the corresponding item[s] in this handbook.

## **FOREWORD**

This 2016–2017 Handbook for Students & Parents was developed to answer many of the questions which students and parents may have during the school year and to provide specific information about certain Board policies. Please take the time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference. Should you have questions which are not addressed in this Handbook, you are encouraged to speak with your building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not constitute an irrevocable contractual commitment on the part of the Corporation, but rather only reflects the current status of the Board policies and school rules for School City of Mishawaka. Should any of the policies or administrative guidelines referenced in this Handbook be revised after August 9, 2016, the language contained in the most current policy or administrative guideline will prevail. Copies of current Board policies and administrative guidelines may be obtained from the building principal and are also found on the School City of Mishawaka website.

### **SECTION 1**

#### **School City of Mishawaka**

##### **A. Program of Accountability** Policy 2600

All schools within School City of Mishawaka are implementing a program of accountability based upon successful, data-driven, research-based classroom practices. The program does comply with Indiana law and the requirements and guidelines of the State Board of Education. This program utilizes building-based school improvement plans that focus on student performance, are based on data relative to student performance, and include a method of frequent and continuous monitoring of student progress.

The key communicator and coordinator of each school's improvement plan is the school principal. The principal is responsible for organizing and collaboratively utilizing a school improvement team to develop the improvement plan. The principal is also primarily responsible for communicating, implementing, monitoring, and reporting of the school's plan. The school improvement team is comprised of a group of people interested in the school, including administrators, teachers, support staff, parents, business leaders, community leaders, and, where age appropriate, students.

Meeting the requirements of the Public Law 221-1999 legislation and teaching the Indiana curriculum standards will be, however, what is minimally acceptable by School City of Mishawaka schools. The mission of the district, curriculum standards, district beliefs and goals are the driving force for goals set by each building's improvement plan.

##### **B. Mission**

###### **Mission**

*Together, we will equip our students with the knowledge, skills, and character necessary to excel in a dynamic and evolving world.*

### **SECTION 2**

#### **Student Enrollment & Attendance**

##### **A. School City of Mishawaka Boundaries** Policy 0113

The official address of the school corporation is 1402 South Main St., Mishawaka, Indiana 46544. Elementary Schools: Battell, Beiger, Emmons, Hums, LaSalle, Liberty, and Twin Branch; John J. Young Middle School; and Mishawaka High School serve students residing in School City of Mishawaka.

##### **B. Eligibility of Resident/Nonresident Students & Entrance Requirements** Policy 5111 & 5112

The Board will also educate, tuition free, students who have legal settlement in the Corporation, and students enrolled in the Public Elementary and Secondary Schools Transfer Program according to the requirements of I.C. 20-26-11. The Board will also educate tuition free, certain other nonresident or transfer students consistent with the terms of Policy 5111.

Parents seeking to enroll a student are asked to present proof of residency, included but not limited to:

- A *current* mortgage payment book/receipt, or
- A *current* lease payment receipt, or
- A *current month* utility bill,
- A current lease agreement, deed, or property tax statement, or
- A valid voter registration card

Those parents who are otherwise unable to provide proof of residency will be required to complete a notarized Affidavit of Residency.

##### **C. Children of Divorced or Separated Parents** Policy 5111

Children of divorced parents may attend school in this Corporation without the payment of tuition if one (1) parent has legal settlement in this Corporation and a timely election is made. Not later than fourteen (14) days before the first student day of the school year for which the parent seeks enrollment, the parent with physical custody must notify the Superintendent of the school corporation in which the parents seek to have the student enrolled of the election. The election may be made only once a year.

##### **D. Age of Initial Entrance** Policy & Administrative Guideline 5112

**Kindergarten:** Attendance is not compulsory, but is recommended for any child whose physical, intellectual, and social development indicates that s/he is experientially ready for instruction. A child who is five (5) on or before August 1<sup>st</sup> may register. However, a general waiver will be

granted by the Superintendent for any student whose birthday falls between August 1<sup>st</sup> and September 1<sup>st</sup> of a given year. Acceptance of the general waiver by a parent is optional. All registered kindergarten students will be evaluated during the first week of school to assist the professional staff in providing an appropriate educational program.

**Grade One:** A child who has reached the age of six (6) on or before June 1<sup>st</sup> or who has successfully completed one (1) year of an accredited kindergarten program may be admitted.

**Proof of Age:** Proof of date of birth is required of all students who are enrolling in the School City of Mishawaka for the first time. A copy of the birth certificate is preferred. However, other reliable proof of the student's name and date of birth may be accepted. All official documents of the School City of Mishawaka will include the child's legal name.

**Immunization Requirements:** Policy 5320 explains that any child enrolled in the School City of Mishawaka is subject to Indiana immunization requirements. See Section 6, part D.

**E. Attendance** Administrative Guideline 5200  
The School Board requires all students enrolled in the schools of this Corporation to attend school regularly in accordance with the laws of the State. The Corporation's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

#### **Excusable Reasons for Absence**

The Corporation accepts only the following as excusable reasons for absence from school.

Absence from school may be approved for one (1) or more of the following reasons or conditions:

- A. Personal Illness  
The building principal may require a doctor's confirmation if s/he deems it advisable.
- B. Illness in the Family
- C. Quarantine of the Home  
This is limited to the length of the quarantine as fixed by the proper health officials.
- D. Death of a Relative
- E. Observance of Religious Holidays  
Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.
- F. Absence during the School Day for Professional Appointments  
Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:
  - 1. the student shall have a statement to that effect from his/her parents;

- 2. the student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect the s/he reported promptly for the appointment;
- 3. the student shall report back to school immediately after his/her appointment if school is still in session.

- G. Unexpected or unavoidable absences as determined by school administrators
- H. other reasons authorized by law

Absences that do not accumulate against this guideline include field trips and college visits.

#### **Student Vacations During the School Year**

Students are permitted to go on vacation during the school year without penalty (except the week ending each semester). The purpose of this administrative guideline is to accommodate parents who want to take their vacations during the school year and the desire to enjoy that time as a family. Whenever a proposed absence-for-vacation is requested, parents must discuss it with the building principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

The Corporation will only approve a student's absence for a vacation when s/he will be in the company of his/her own parent or other family relatives but not other students' parents, unless there are extenuating circumstances deemed appropriate by the principal.

If a student is absent for any other type of vacation, s/he will be considered to have an unexcused absence from school and subject to truancy regulations.

The student may be given approximate assignments and materials for completion.

Separate daily assignments may be given.

The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed.

#### **Truancy**

A student shall be considered truant each day or part of the day s/he has an unexcused absence from his/her assigned location without parental knowledge. Absence is defined as nonpresence in the assigned location any time beyond the tardiness limit. A student will be considered tardy rather than absent if s/he is in his/her assigned location after the official start of the school day.

Truancy demonstrates a deliberate disregard for the educational program and is considered a serious matter. Administrative actions taken will be as follows:

- A. A student who is truant may make up work for reduced credit.
- B. A record of the truancy will be entered in the student's record file.
- C. A parent conference may be held.

A student shall be considered an "habitual truant" when the student is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year.

In accordance with State law, the building principal and/or attendance officer shall use Form 5200 F to keep the Bureau of Motor Vehicles informed of each student whose truancy has resulted in at least two (2) suspensions, an expulsion, or an exclusion from school or if the student has withdrawn from school in an effort to circumvent the loss of his/her learner's permit or application for a driver's license. The student's current license cannot be revoked for habitual truancy.

The disciplining of truant students shall be in accord with Board policies and due process, as defined in Policy 5611 and the Student Code of Conduct.

#### **Students Leaving School During School Day**

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the building principal.

#### **Encouraging Attendance**

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can – in and of itself – successfully accomplish this task.

A professional staff member's responsibility must include, but not be limited to:

- A. providing meaningful learning experiences **every day**;  
Therefore, a student who is absent from any given class period would be missing a significant component of the course.
- B. speaking frequently of the importance of students being in class, on time, ready to participate;
- C. keeping accurate attendance records (excused vs. unexcused);
- D. incorporating defined, daily participation as part of the teaching/learning process and each grading period (see AG 2220);
- E. requiring students to make up missed quizzes, tests, and other pertinent assignments

#### **Make-Up Opportunities**

Students will be given the opportunity for making up work missed due to absences. The length of time for completion of make-up work shall be commensurate with the length of the absence. However, make-up work **given** during the period of a suspension must be completed and presented to the teacher upon his/her return to school. The period for completion of the work may be extended at the discretion of the administrator. Tests or other assignments missed during the period of suspension may be made up by the student contacting the teacher. The teacher, at his/her discretion, may provide an alternative assessment in lieu of the test/assignments missed.

A student may receive full credit for work completed following an **excused** absence (including suspensions). Students may receive full or reduced credit for work completed following an **unexcused** absence at the discretion of the teacher. Should a teacher choose to award reduced credit, s/he shall determine

the amount. In no circumstance shall the amount of credit reduction exceed fifty percent (50%) of the student's score on the assignment. All make-up work shall be completed within a reasonable period.

Students may obtain make-up work by contacting the school office.

#### **Tardiness**

Students not in homeroom or in class when the late bell rings are considered tardy.

When a teacher detains a student after class, s/he shall issue a late pass for the student's next class.

Teachers are requested to refer cases of chronic tardiness to the principal.

#### **F. Assignment to Other Elementary School Within Corporation**

Policy 5120

The School Board directs that the assignment of students to schools within this Corporation be consistent with the best interest of the students and the best use of the resources of the Corporation. The Superintendent may assign a student to a school other than that designated by the attendance area when such exception is justified by circumstances and is in the best interest of the student. The principal shall assign students in his/her school to appropriate grades, classes, or groups. This action shall be based on consideration of the needs of the student as well as the administration of the school.

#### **G. Promotion/Placement and Retention** Policy 5410

The personal, social, physical, and educational growth of children will vary and they should be placed in the educational setting most appropriate to their needs at various stages of their growth. A student will be promoted to succeeding grade levels when s/he has:

- Completed the course requirements at the presently assigned grade;
- In the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- Demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Students enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student's Individualized Educational Plan [IEP]. See Section 5, item I.

The School Board has developed guidelines for promotion, placement, and retention of students which:

- Require the recommendation of the professional staff for any promotion, placement or retention;
- Require that parents are informed in advance of the possibility of retention of a student at a grade level;
- Assure that reasonable efforts be made to remediate the student's difficulties before s/he is retained;
- Assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.

### **H. Withdrawal/Exit Interview**

Policy 5130

The goal for all School City of Mishawaka students is that they complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond school. The Board directs the school to conduct an exit interview with the student, his/her parents, and the principal whenever a student, sixteen (16) to eighteen (18) years of age, wishes to withdraw from school. The student may not withdraw from school unless the student, the student's parents, and the principal agree to the withdrawal and complete a withdrawal form (Form 5130 F4).

### **I. Foreign & Foreign Exchange Students**

Policy 5114

Foreign students participating in a foreign-exchange program approved by the State School Board and living with a resident host family will be admitted tuition free.

## **SECTION 3**

### **Rules of Student Conduct**

#### **A. Student Discipline**

Policy 5600

School City of Mishawaka seeks to insure educational opportunities for all students by maintaining responsible discipline in our schools. We do this in part by adhering to the provisions of the Federal and State Constitutions in order to assure that students seeking to express their own individual rights do not at the same time infringe upon the rights of others. Self-discipline is our goal.

Some acts of misbehavior are much more serious than others and require different approaches and clearly defined actions. Counseling, reprimand, detention, parent conferences, suspension, referral to central office personnel, and expulsion are devices available to school personnel in dealing with pupils involved in school discipline problems. Any or all of the above techniques may be used; however, certain acts of misconduct will subject the student to suspension or expulsion from school.

The Board of School Trustees of School City of Mishawaka sets forth in Policy 5600 its expectation that the Superintendent shall promulgate rules for student conduct as well as sanctions for the violation of those rules.

#### **B. Rules of Student Conduct**

Policy 5500

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

1. Engaging in conduct that disrupts or interferes with school purposes. Such as the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct, or urging others to engage in such conduct.
2. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of small value.
3. Causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
4. Causing or attempting to cause physical injury in such a way as could reasonably cause physical injury to any persons. Self-defense or reasonable action undertaken on the reasonable belief that it is necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the person.
6. Possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon.
7. Possessing, using (except as noted in the school medication policy), providing, or transmitting to another person, or being under the influence of: any substance which is or is represented to be or looks like a tobacco product, narcotic drug, hallucinogenic drug, amphetamine, barbiturate marijuana, alcoholic beverage, substance containing alcohol, heavily-based caffeine product, substance containing phenylpropanolamine (PUPA), steroid, stimulant, depressant, or intoxicant of any kind. Possession of any paraphernalia used in connection with the listed substances is prohibited.
8. 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 education function.
9. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. The violation or repeated violation, of any rules, standards or policies which have been established by the Superintendent and presented to the Board; or established by the principal or a school, reviewed and approved by the Superintendent, and presented to the Board. The Board may change any such rules, standards, or policies.
12. Knowingly possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or an educational function.
13. Engaging in sexual harassment of another person, including a student, teacher, visitor, or other school employee, which includes but is not limited to, sexually-related verbal statements, gestures, or physical contact. Engaging in voluntary or consensual sexually-related contact with another student or school employee.
14. Bullying by a student or groups of students against another student. Consistent with the terms of I.C. 20-33-8-0.2, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent

to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

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

Bullying is prohibited through the use of data or computer software that is accessed through:

- a. a computer;
- b. a computer system; or
- c. a computer network.

15. The following procedures shall be used for reporting, investigating and resolving complaints of bullying:

#### ***Staff Responsibilities***

All staff members are responsible for implementation of anti-bullying policies and procedures. Employees are prohibited from engaging in bullying behavior. Additionally, employees must intervene when they observe bullying behavior, unless it is unsafe for the employee to intervene. Employees also must report all incidents of bullying behavior. An employee who fails to comply with these duties is subject to disciplinary action, ranging from training to discharge, based on the severity of the noncompliance, any history of noncompliance, and the effect of noncompliance on the targeted student.

Building principals, assistant principals and the Superintendent are responsible for conducting investigations concerning claims of bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented. An administrator responsible for conducting an investigation who fails to initiate or complete an investigation according to the timelines below is subject to disciplinary action, ranging from training to discharge, based on the degree of noncompliance, any history of noncompliance, and the effect of a failure or delay in the investigation on the targeted student.

#### ***Complaint Procedures***

Any student or third party who has knowledge of conduct in violation of anti-bullying policies or procedures or feels s/he has been a victim of bullying is encouraged to immediately report his/her concerns. A parent may file a complaint on behalf of a student. All employees are required to report any situation that they believe to be bullying behavior directed toward a student. Complaints may be made as indicated in Step I below.

All complaints will be investigated promptly in accordance with the following procedure:

Step I Any complaints, allegations or rumors of bullying may be presented to the building principal or assistant principal or to the Superintendent. Students also may report their concerns to teachers or counselors, who will be responsible for notifying

the appropriate administrator or Board official on the same day that the teacher or counselor receives the complaint or, if the teacher or counselor receives the complaint after the end of the instructional day, no later than the next instructional day. This report may be made anonymously. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. Complaints submitted anonymously also shall be investigated. All such information will be reduced to writing and will include the specific nature of the offense, corresponding dates, location of the offense, the identity of the reported bully, and the identity of any witnesses. If the person filing the complaint is an adult, s/he must sign the charge affirming its veracity. If the person filing the complaint is a minor, s/he may either sign the charge or affirm its veracity before two (2) administrators. If a student refuses to complete the written complaint form or sign a complaint, the staff member taking the complaint will complete the written complaint using the information the student has provided verbally.

Step II The administrator/Board official receiving the complaint shall promptly investigate. Parents of the targeted student and the reported bully will be notified of the nature of any complaint involving their child within one (1) instructional day of the administrator's or Board official's receipt of the complaint. The administrator/Board official will arrange such meetings as may be necessary with the targeted student and reported bully within two (2) instructional days after receipt of the complaint. The targeted student and reported bully will have an opportunity to submit evidence and a list of witnesses, if not already included in the complaint, at those meetings. The entire investigation, including interviews of the targeted student, the reported bully, and all witnesses, shall be completed within five (5) instructional days after receipt of the information or complaint. All findings related to the complaint will be reduced to writing, including any discipline to be imposed or other remedial action to be taken. The written findings must be reduced to writing within seven (7) instructional days after receipt of the complaint.

Consequences for the bully may range from positive behavioral interventions to expulsion. Consequences will depend on the severity of the offense and consider the developmental ages of the targeted student and the bully, the bully's disciplinary history, and any other relevant factors. Remedial action may include but is not limited to counseling for the targeted student and/or the bully, training of the bully and/or school staff, assignment of a contact person who will provide support to the targeted student, academic assistance or support for the targeted student such as tutoring, an opportunity to retake tests, or additional time to complete classwork, the development of a behavioral intervention plan for the bully, and a change of placement, as appropriate for the targeted student and/or the bully. No change of placement will be imposed on the targeted student unless that remedy has been requested by the targeted



student. The development of a behavioral intervention plan and any consideration of a change of placement for a student who has been identified as a student with a disability protected by Section 504 of the Rehabilitation Act of 1973 (Section 504) or the Individuals with Disabilities Education Act (IDEA) will be made by the student's Section 504 or IEP Team, respectively. In all cases where counseling is deemed appropriate for the targeted student to remediate past harassment, arrangements will be made with an appropriately qualified provider of such services to provide the counseling.

The administrator/Board official conducting the investigation shall notify the complainant, targeted student, reported bully, and the parents of the targeted student and reported bully in writing of a summary of the investigation findings upon conclusion of the investigation and, if the investigator finds that bullying has occurred, an explanation of what remedial action will be taken, including the decision to impose discipline on the bully. When permitted by law, the disciplinary action taken against a student found to have engaged in bullying will be reported to the parents of the targeted student. The written summary of the investigation must be provided to the complainant, targeted student, reported bully and the parents of the targeted student and reported bully on the same day that the written findings are reduced to writing if possible but no later than the next instructional day.

A copy of the written notification, including notes detailing the date and circumstances of notification, together with any other documentation related to the incident, including the written findings, any disciplinary action, and any other remedial action taken or recommended, shall be forwarded to the Superintendent or to the School Board, if the investigator is a Board official.

Step III If the complainant is not satisfied with the decision at Step II, s/he may submit a written appeal to the Superintendent or designee. Such appeal must be filed within five (5) instructional days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within five (5) instructional days after receipt of the appeal. Step III is inapplicable in cases where the investigator is a Board official. In such cases, the complainant may proceed directly to Step IV to appeal the decision.

Step IV If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within five (5) instructional days after receipt of the Step III decision or within five (5) instructional days after receipt of the Board official's decision when Step III is inapplicable. The Board shall, within twenty (20) instructional days, conduct a hearing at which time the complainant shall

be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within ten (10) instructional days following completion of the hearing.

#### ***Remediation***

The administrator/Board official who investigates the complaint shall be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors shall be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible, and once this determination is made, the report shall be made immediately to law enforcement. A staff person, who may be a school counselor, will be assigned to serve as the contact person for the targeted student. The contact person shall follow up with the targeted student by checking in with the targeted student at least monthly for the nine (9) week period following the completion of the investigation to determine if any further incidents of harassment have occurred or if there have been any acts of retaliation. The contact person also will meet with the targeted student on request to discuss any concerns and address any allegations of retaliation.

#### ***Recordkeeping***

Documentation related to the incident, other than any discipline imposed or other remedial action taken, will be maintained in a file separate from the student's education records or the employee's personnel file.

#### ***Retaliation/False Charges***

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges also shall be regarded as a serious offense and, if intentionally made, will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as bullying.

#### ***Prevention and Instruction***

Not later than October 15 of each school year, the Corporation shall provide age appropriate, research based instruction at the building level which is focused on bullying prevention for all students in grades 1 through 12. The instruction will utilize outlines or materials prepared by the Indiana Department of Education, in consultation with school safety specialists and school counselors. Instruction on bullying prevention may be delivered by a school safety specialist, school counselor, or any other person with training and expertise in the area of bullying prevention and intervention.

#### ***Annual Reports***

By July 1 of each year, the Corporation must submit a report to the Indiana Department of Education that details information for the current school year for each school building in the Corporation and for the entire Corporation, including the number of reported bullying incidents in the

following categories: verbal bullying, physical bullying, social/relational bullying and electronic or written communication bullying. All assistant principals shall report the results of their investigations to the building principal upon completion of the investigation, and all building principals shall report the data for each category listed above in their building to the Superintendent no later than the end of each school year so that these reports can be generated. The Superintendent will gather the data from each building principal and prepare and file the Corporation's report with the State.

*Note:*

**The discipline rules listed in Paragraphs 1–13 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/from school or a school activity, function, or event.
- d. Attending summer school.

**The discipline rule listed in Paragraph 14 above may be applied regardless of the physical location in which the bullying behavior occurred, whenever:**

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

It will be recommended that a student be expelled for one (1) calendar year when, while on school property, the student possesses, handles, uses, or transmits a firearm, bomb, or destructive device as defined in IC 35-47-1-5 and IC 35-41-1-4.3. The student will be allowed to return to school at the beginning of the first school semester after the end of the one (1) year period.

It will be recommended that a student be expelled for one (1) calendar year when, while on school property, the student possesses, handles, uses, or transmits a deadly weapon as defined in IC 35-41-1-8.

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.

It will be recommended that a student be expelled when a student's legal settlement is not in the attendance area of School City of Mishawaka.

### **Suspension Procedure**

Any principal (or designee) may suspend for a period of no more than ten (10) school days. This suspension may deny a student the right to attend school or to take part in any school function until midnight of the last day of suspension. A student may be suspended on the following grounds:

1. Conduct constituting grounds for expulsion as set out above.
2. Other violation of rules and standards of behavior which the Board approves or receives. Such suspensions shall be made only after the principal (or designee) has made an investigation thereof and has determined that such suspension is necessary to help any student, to further school purposes, or to prevent interference therewith. No suspension may be made without affording the student an opportunity for an informal meeting. At the informal meeting the student is entitled to:
  - a. A written or oral statement of the charges against him; and,
  - b. If he denies the charges, a summary of the evidence against him; and
  - c. The student will be provided an opportunity to explain his conduct.
3. 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.
4. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal (or designee).

### **Other Remedies**

The Superintendent, principal, any administrative personnel or any teacher of the school corporation shall be authorized to take any action in connection with student behavior, in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective educational environment. Additional disciplinary action includes such matters as:

1. Counseling with a student or group of students,
2. Conferences with a parent or group of parents,
3. Assigning students additional work,
4. Rearranging class schedules,
5. Requiring a student to remain in school after regular school hours to do additional school work or for counseling,  
*or*
6. Restriction of extra-curricular activity.

### **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 given notice of their right to appear at an expulsion meeting conducted by the Superintendent or the person designated above. Failure to request and 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 notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
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. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.
5. If an expulsion meeting is held, the expulsion examiner 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 expulsion examiner to the appropriate court within ten (10) days of the receipt of notice of the action taken.

Any expulsion taking effect more than three (3) weeks prior to the beginning of the second semester of any school year must be reviewed prior to the beginning of the second semester. Any expulsion that will remain in effect during the first semester of the following year must be reviewed before the beginning of the school year.

## **SECTION 4**

### **Safe & Orderly Environment**

#### **A. Anti-Harassment**

Policy 5517

School City of Mishawaka will maintain a learning and working environment which is free from all forms of unlawful harassment. To this end, the Board of School Trustees has approved Policy 5517, which clearly delineates the types of prohibited behavior and specifies the process for addressing complaints of harassment.

#### **B. Emergency Preparedness**

Policy 8410

School City of Mishawaka has developed an *Administrative Guide to Crisis Management* which provides procedures and contingencies to be followed in the event of a crisis or emergency situation. In addition, each school will conduct:

Fire Drills on a monthly basis,

Tornado Drills at least once each semester, and

Lockdown procedures at least once each semester.

#### **C. School Visitors**

Policy 9150

Parents are welcome to attend all school events as well as to visit our schools whenever they can. However, as a safety measure to our students and staff, we require all visitors to register in the main office immediately upon entering the building. Classroom visits are also encouraged to help keep you informed of your child's progress in school. We only ask that you make prior arrangements for such visits through your child's teacher or through the school office. Consistent with the contractual rights of our teaching staff, you should anticipate that in most instances classroom visitations will require advance notification to the teacher of at least one (1) day.

#### **D. Video Surveillance Cameras**

For the safety of our staff, students and visitors as well as the protection of our property and equipment, video surveillance is being used in many School City of Mishawaka facilities, parking lots, and vehicles. Well established legal principles found in both state and federal law will in most instances prevent school officials from having the opportunity to afford members of the public the opportunity to view video surveillance tapes, CD-ROMs, or other similar material.

#### **E. Student Locker Inspection**

Policy 5771

A student using a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or its contents.

It is the policy of School City of Mishawaka to permit a principal or any other member of the administrative staff of a school, designated in writing by the principal, in accordance with the rules of the governing body of that school corporation, to search such a locker and its contents at any time.

Other than a general search of lockers of all students, any search conducted under this section shall be, where possible, conducted in the presence of the student whose assigned locker is the subject of the search.

A law enforcement agency having jurisdiction over the geographic area in which is located the school facility containing such a locker may, at the request of the school principal and in accordance with rules of the governing body of that school corporation, assist the school administration in searching such a locker and its contents.

#### **F. Tobacco - Smokefree Grounds**

Policy 7434

Since it is our intention to provide an environment that is free of health hazards, the use of tobacco is prohibited in any of the buildings, grounds, or vehicles belonging to School City of Mishawaka.

#### **G. Transportation Procedures & Student Behavior**

School City of Mishawaka students are eligible for discounted rates on TRANSPO buses. Special "tripper routes" are established each year to accommodate students in grades 7-12. Students may utilize this service of the public transportation system if they comply with the behavioral expectations established by the School Corporation and

TRANSP0. Students who are reported for demonstrating irresponsible or disruptive behavior on the bus may be prohibited from riding the bus and are subject to additional disciplinary consequences.

**H. Cell Phones**

School City of Mishawaka recognizes the potential benefit that student cell phones can have with regard to our students’ safety and emergency needs. Students may possess cell phones at school and on school grounds under the following conditions:

1. Cell phones are for exclusive use before and after regular school hours.
2. Cell phones must be turned OFF during school hours.
3. Cell phones must be put away during the school day [grades 7–12 in the locker].
4. Cell phones must not be used, at any time, during regular school hours, including passing periods.
5. Cell phones must not be used for recording purposes, taking or sending pictures, or sending/receiving text messages.

School City of Mishawaka will not assume responsibility for lost or stolen cell phones.

**SECTION 5  
Curriculum & Instruction**

**A. Graduation Requirements** Policy 5460

The School Board shall award a regular high school diploma to every student enrolled in this Corporation who meets the requirements of graduation established by this Board as approved by the State of Indiana.

Diploma options include Indiana Core 40, Core 40 with Academic Honors, and Core 40 with Technical Honors. A specific waiver process is available for students who do not pass the ECA/Core 40 Assessments for Algebra I and English 10.

Special education students who have completed and are ready to exit their programs may participate in graduation activities and shall be awarded, as appropriate, a diploma, a certificate of achievement, or a certificate of course completion. A certificate of completion will be awarded to a student who is on a non-diploma track as determined by that student’s Individualized Education Program (IEP).

The Board shall award a certificate of attendance to a student who completes the minimum courses required for high school graduation but does not meet the ECA/Core 40 Assessments for Algebra I and English 10 requirement.

Commencement exercises will include those students who are eligible for a diploma, certificate of attendance, or certificate of course completion as certified by the high school principal. No student who has completed the requirements for graduation may be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

**B. Book Fees** Policies 2510 & 6152

School City of Mishawaka strives to provide its students with high quality learning materials. The School Board shall approve all “textbooks” [the principal source of instructional

material for any given course of study] in whatever format the material may be presented, and that is available or distributed to every student enrolled in the course. The School Board approves charges to students to facilitate the utilization of adequate, appropriate learning materials. Charges cover the costs for use of expendable items such as, but not limited to, magazines, workbook materials, paperback selections, and laboratory supplies. No student shall be denied participation in an activity because of lack of financial ability to pay a charge.

When school property, equipment or supplies are damaged, lost, or taken by a student, a fee will be assessed. In the event that these fees cannot be collected, the Board authorizes the Superintendent to take the student and/or his/her parents to Small Claims court for collection.

**C. Reporting Student Progress** Policy 5420

School City of Mishawaka recognizes its responsibility to keep parents informed of student welfare and progress in school. Cooperation between home and school is a vital ingredient to the growth and education of the whole child.

Parents will be informed of their child’s progress via a system of written reports and parent conferences with teachers. All appropriate staff members will be required to participate in a reporting system which:

- Ensures that both the student and parent receive ample warning of a pending failing grade or one that would adversely affect the student’s status,
- Enables scheduling of parent-teacher conferences that will ensure the greatest degree of participation by parents;
- Specifies the issuance of report cards;
- Ensures continual review and improvement methods of reporting student progress to parents.

Parents may register to monitor their students’ grades and attendance online with the *Infinite Campus* software program. Parents may register to use *Infinite Campus* by contacting the school office.

**D. Grading Scale** Policy 5421

The Corporation grading scale is a reliable system that ensures each student’s grades signify accurately the degree of accomplishment of expected learning outcomes stated for each grade or subject area. The grading scale approved by the School Board for all grade levels is:

100, 99, 98 =	A+	97, 96, 95, 94 =	A
93, 92, 91, 90 =	A-	89, 88 =	B+
87, 86, 85, 84 =	B	83, 82, 81, 80 =	B-
79, 78 =	C+	77, 76, 75, 74 =	C
73, 72, 71, 70 =	C-	69, 68 =	D+
67, 66, 65, 64 =	D	63, 62, 61, 60 =	D-
59-0 =	F		

**E. Homework** Policy 2330

Homework is assigned to support and extend skills learned by the student through daily classroom instruction. All homework will be evaluated and feedback will be promptly provided to students. The teacher will use the results of the homework as a means of providing appropriate instruction and reteaching for the student.

Individual schools within School City of Mishawaka will develop and implement homework guidelines which incorporate the intent of this system wide policy. School guidelines shall

address the role of parents in the homework process and encourage families to take an active part in educating their children. These guidelines shall be communicated to parents at the beginning of each school year.

**F. Student Assessment** Policy 2623

All assessments used during the course of the school year are designed to determine the progress of students and to assist them in attaining Corporation and State Department goals. The School Board, in compliance with the law and rules of the State Board of Education, shall implement the Indiana Statewide Testing for Educational Progress – Plus (ISTEP+) to assess student achievement in English/language arts, mathematics, social studies, science, and other designated subjects. Core 40 assessments, as developed and implemented by the State Department of Education, will be required for students assigned to Core 40 classes at Mishawaka High School.

Additional periodic assessments will be used in specific grade levels and/or departments to inform teachers as to the instruction needing to occur. Acuity, Scantron Performance, and various other assessments are used for specific grade levels to monitor student, school, and district academic achievement and progress in core subject areas.

**G. Computer Networked Services** Policy 7540.03

**Acceptable Use Rules for Computer Network Access  
For School City of Mishawaka Students**

School City of Mishawaka believes we are a part of a global society. It is our responsibility to do our best to prepare our students to become productive citizens in our ever-changing world. We have the ability to enhance students' education through the use of computers, electronic mail, and the Internet. Electronic research skills are now fundamental to preparation of future citizens and future employees. The school corporation expects faculty to blend thoughtful use of the Internet throughout the curriculum and to provide guidance and instruction to students in its use. The faculty is expected to make use of technology in daily work such as reporting grades, attendance, communicating by e-mail, preparing lesson plans and thus, by example, show students the importance of learning technology.

Freedom of expression is a basic human right and is the foundation for self-government. This includes the right to receive information. School City of Mishawaka understands that access to school computers and the Internet is an educationally beneficial privilege, not a right, per Policy 7540.03. Any parent or guardian who DOES NOT WANT his/her student using the School City of Mishawaka networked computer services must complete PART A of the Denial Form at the back of this handbook and return it to the school office.

*As a student of School City of Mishawaka, you agree to these rules when using our networked computer services.*

**I agree to use computer and Internet privileges in an efficient, ethical, and legal manner. The following uses of school-provided computer and Internet resources are not permitted:**

- a. to access, upload, download or distribute pornographic, obscene or sexually explicit material and/or language.
- b. to access, upload, download or distribute material which

promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacture of destructive devices such as explosives, fireworks, smoke bombs, incendiary devices or the like.

- c. to access, upload, download or distribute material which promotes or advocates violence or hatred against particular individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic or religious group over another.
- d. to commit or attempt to commit any willful act involving the use of the network which disrupts the operation of the network within the school district or any network connected to the Internet including the use or attempted use or possession of computer viruses.
- e. to disturb, harass, or bully another computer user, including my fellow students, teachers, and other staff members, by sending unwanted mail or by other means.
- f. to respond to any inappropriate unsolicited online contact.
- g. to violate any local, state, or federal statute.
- h. to vandalize, damage, or disable the property of another individual, the school, or any organization.
- i. to access, change, read, or use another individual's materials, information, or files; or to modify operating system files or computer equipment.
- j. to download or upload information without the prior consent of my teacher. (Downloads can cause viruses to enter the network.)
- k. to violate copyright laws or otherwise use the intellectual property of another individual or organization by making copies of software found on school computers, either on diskettes or other computers.
- l. to give out any personal or family information such as credit card numbers or any other information that should remain private.
- m. to install software on an SCM computer without consent from the Technology Director. (Software installed on a computer owned by SCM must be licensed to SCM. The Technology Director or a designee will erase any unauthorized software from the hard drive of the computer identified.)
- n. to use the network in such a way that it will disrupt the use of the network by others. Chat rooms and Instant Messengers are not to be used on the network. (Ex. AOL Instant Messenger, ICQ, Yahoo Instant Messenger...).

*I realize it is my responsibility to back up my own files by saving to a disk. I understand that the hard drive of any computer can be erased reinstall software that is not functioning properly.*

**I understand that electronic mail (e-mail) is not guaranteed to be private.** Administrators of the network have access to all messages. Messages in violation of the guidelines, relating to or in support of illegal activities will be reported to the proper authorities. Only staff members will be allowed access to e-mail. Accessing personal e-mail accounts via the SCM network by students is prohibited.

**Use of the computer and/or network will not be for financial gain or for any illegal activity.** The network shall be used only for purposes related to education or administration of the corporation. Commercial and/or political use of the network is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.

With access to the Internet comes the availability of material that may not be considered appropriate in the school setting. Direct supervision of student access to the Internet will be the teachers' responsibility when they take students to the computer lab or have students research using the Internet in a classroom. In a global network such as the Internet, it is impossible to control all materials. It is possible that an industrious researcher can inadvertently discover inappropriate information. SCM believes the educational information and interaction on the Internet outweighs the possibility that users can procure material that is inconsistent with our educational goals. Acceptable use of resources is a joint responsibility of school personnel, students and parents. Inappropriate Internet sites which are purposely accessed by students will be reported to the Building Principal or a designee.

Students in violation of any policy, or identified as a security risk, or having a history of problems with other computer systems, can be denied access to the computer network and/or Internet for the remainder of the school year. Repeat offenders will have their rights suspended indefinitely.

School City of Mishawaka makes no warranties of any kind, neither express nor implied, for the computer/Internet access it is providing. The district will not be responsible for any damages users suffer, including-but not limited to- loss of data resulting from delays or interruptions in service. The district will not be responsible for the accuracy, nature, or quality of information stored on district diskettes, hard drives, or servers; nor the accuracy, nature, or quality of information gathered through district-provided Internet access. The district will not be responsible for personal property used to access district computers or networks or district-provided Internet access. The district will not be responsible for unauthorized financial obligations resulting from district-provided access to the Internet.

**NOTICE:** *This policy and all its provisions are subordinate to local, state, and federal statutes. (Software piracy is subject to a civil suit and an individual may face criminal fines up to \$250,000.00 including jail terms up to five years.) Any parent or guardian who DOES NOT WANT his/her student using the School City of Mishawaka networked computer services must complete the Denial Form in the back of this handbook and return it to the school office. All parents and legal guardians must understand that individuals and families will be held liable for violations of the school's policy for networked computer services. Agreement with these policies and rules is implied with the student's use of the School City of Mishawaka networked computer services.*

#### **H. School Corporation and Individual School Web sites** Policy 7540.02

The schools' web sites and the School City of Mishawaka web site in general represent many of the special aspects of our schools. It is possible for students to be included in pictures in

the areas we wish to highlight. We may also include student's creative work. However, we appreciate and wish to honor the right to privacy, and only the first name and last initial will be used on the web site to identify students.

A student's parent or legal guardian may DENY permission for the school to use and reproduce any film, video, photos, prints, tapes, or sound recording of the child as well as his/her name for placement on the school's web site. This includes his/her drawings, written work, or other items created by the child for placement on the school's web site. Use PART B of the Denial Form at the back of this Handbook to deny your child's inclusion on the web site, as described above.

#### **I. Services for Special Education** Policy 2460

The School City of Mishawaka Department of Exceptional Learning provides educational services to children with disabilities in their Least Restrictive Environment [Policy 2402]. Parents, teachers, special education personnel, students, and school administrators work together to provide a quality education for all students. School City of Mishawaka is a state leader in the inclusion of students with disabilities in their neighborhood schools.

#### **J. Parent Participation in Title I Programs**

Policy 2261.01

In accordance with the requirement of Section 1118 of Title I, programs supported by Title I funds must be designed and implemented in consultation with parents of the students being served.

The Superintendent shall ensure that the Title I plan contains a written statement of guidelines which has been developed with, approved by, and distributed to parents of participating students. The guidelines shall describe how:

- A. the Corporation expects the parents to be involved in the program, including their participation in the development of the plan;
- B. meetings will be conducted with parents including provisions for flexible scheduling and whatever assistance the Corporation may be able to provide parents in order to better ensure their attendance at meetings, and for providing information in a language the parents can understand;
- C. meetings will include review and explanation of the curriculum, means of assessment, the proficiency levels students are expected to achieve and maintain, and means for monitoring progress;
- D. opportunities will be provided for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;
- E. parents will be involved in the planning, review, and improvement of the Title I program;
- F. information concerning school performance profiles and their child's individual performance will be communicated to parents;
- G. parents will be assisted in providing help to their children in achieving the objectives of the program by such means as ensuring regular attendance; monitoring television-watching; providing adequate time and

the proper environment for homework; guiding nutritional and health practices; and the like;

- H. timely responses will be given to parental questions, concerns, and recommendations;
- I. the Corporation will provide coordination, technical assistance and other support necessary to assist Title I schools to develop effective parental participation activities to improve academic achievement;
- J. an annual evaluation of the parental involvement plan will be conducted with parents, identifying any barriers to greater parental involvement (such as limited English, limited literacy, economic disadvantage, disability, etc.) and devising strategies to improve parental involvement, and to revise, if necessary, the parental involvement policies;
- K. the parental involvement plan will be coordinated with other programs, such as Head Start, Reading First, Even Start, Parents as Teachers, and Home Instruction for Preschool Youngsters;
- L. the Corporation will educate educators, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school
- M. other activities will be conducted as appropriate to the plan and State or Federal requirements.

The Superintendent shall also assure that each Title I participating school develops a specific plan, with parental involvement, to:

- A. convene an annual meeting at a convenient time to which parents of participating children are invited, to explain the parents' rights to be involved and the school's obligations to develop an involvement plan;
- B. devise a flexible meeting schedule and describe assistance to encourage parental involvement, such as child care, transportation, home visits, or similar aid;
- C. involve parents in an organized, on-going and timely way in the development, review and improvement of parent involvement activities;
- D. provide participating students' parents with:
  - 1. timely information about the Title I programs;
  - 2. an explanation of the curriculum, the forms or academic assessment and the proficiency levels expected;
  - 3. regular meetings, upon request, to make suggestions and receive response regarding their student's education;
- E. develop jointly with parents a school-parent compact which outlines the responsibilities of the school staff, the parents and the student for academic improvement, including:
  - 1. the school's responsibility to provide high quality curriculum, and instruction in a supportive, effective learning environment;

- 2. parent's responsibility for such things as monitoring attendance, homework, extracurricular activities and excessive television watching; volunteering in the classroom;
- 3. the importance of parent teacher communication on an on-going basis through at least annual parent teacher conferences to discuss achievement and the compact; frequent progress reports to the parents; reasonable access to the staff and opportunities to observe and participate in classroom activities.

20 U.S.C. 6318 et seq., Elementary and Secondary Education Act of 1965 34 C.F.R. Part 200 et seq.

### ***K. High Ability Programs***

Policy 2464

Students are identified for the high ability programs which begin in first grade. The elementary program [1–6], is located at both Twin Branch School and Liberty School. The High Ability Program offers full-day, self-contained classes for students of high academic ability. The classes combine two grade levels: first and second, third and fourth, and fifth and sixth. The program [7–8] at John Young Middle School provides high ability programming in English, social studies, math, and science. The Honors program [9–12] at Mishawaka High School includes English, math, science, social studies, and music courses for identified high ability students in each of those content areas. Questions about these programs and the nomination/identification process should be directed to the Assistant Director for Curriculum and Instruction, 254-4500.

### ***L. Homebound Instruction Program***

Policy 2412

The School Board may provide, pursuant to rules of the State Board of Education, individual instruction to students of legal school age who are not able to attend classes because of accident, illness, or disability. Documentation of the disabling condition shall be done by a physician licensed to practice in Indiana who shall:

- Certify the nature of the medical disability;
- State the probable duration of the confinement;
- Certify the student's ability to participate in an educational program

The program of instruction given each student will be in accordance with rules of the State Board of Education with such exceptions as may be recommended by a Case Conference. Teachers shall hold an Indiana teaching certificate appropriate for the level of instruction for which the assignment is made. The amount of instructional time shall not exceed five (5) hours per week. When students are ambulatory, instruction will generally take place at a mutually convenient public location such as the public library.

Instruction may be withheld when:

- The instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher;
- A parent or other adult in authority is not home with the student during the hours of instruction;
- The condition of the student is such as to preclude his/her benefit from such instruction.

### **M. Home Schooling**

Policy 9270

The School Board encourages the enrollment of all school-age children residing in the School City of Mishawaka district in public schools or in approved parochial or private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.

All requests to educate a child in an equivalent education [home schooling] program are to be submitted to the Indiana Dept. of Education. The home schooling student may also enroll in one or more academic courses in our schools, with the approval of the Superintendent. Such enrollments will be submitted to the State for funding purposes. The Superintendent may allow a student who is being educated at home or at a non-corporation school but taking one (1) or more courses at a Corporation school to participate in one or more of the Corporation's co-curricular or extra-curricular activities providing s/he meets the eligibility criteria established for the activity. All school policies and rules apply when the student is participating in the academic, co-curricular, and/or extracurricular programs of the school and the student will be required to participate in all mandatory state assessments as required by the State Board of Education.

## **SECTION 6**

### **Student Health & Safety**

#### **A. School Cancellation & Early Dismissal**

If School City of Mishawaka must cancel school, declare a two hour delay to the start of school, or dismiss early due to mechanical breakdown or adverse weather conditions, the information will be broadcast over several local radio and television stations:

WNDU – TV	960 AM, 101.5 FM
WSBT – TV	WFRN, 104.7 FM
FOX 28 – TV	WVPE, 88.1 FM
PULSE, 96.9 FM	WAUS, 90.7 FM
WLEG 102.7FM	

If an announcement is **not** made, schools will be open. A decision to close will be made as early as possible, perhaps even the night prior. If schools are open, parents should determine whether or not their child(ren) can withstand the elements and attend school. Please do not attempt to call the school, the central office, or the radio/television stations to verify that schools are in session. Any decision to close will be announced by the local media as soon as possible.

#### **B. Health Services**

School City of Mishawaka contracts for school health services with St. Joseph Regional Medical Center. A nurse and/or health paraprofessional is assigned to each of our schools. If a child becomes ill or is injured at school, the child will be sent to the health office for an assessment of their condition. If it is determined that the child needs to be sent home or requires emergency treatment, the child will only be released to parents/guardians or the persons designated on the student enrollment forms. It is vitally important that the information on these cards be as accurate and as up-to-date as possible.

### **C. Medication at School**

Policy 5330

It is the policy of School City of Mishawaka that no medication shall be administered to a student without the written and dated consent of the student's parent. Such consent shall be valid only for the current school year. If it is necessary for your child to receive medication at school, please familiarize yourself with Policy 5330, *Use of Medication*, and complete the appropriate form(s);

- FORM A – *Authorization to Administer Medication Form*, and/or
  - FORM B – *Authorization to Possess and Self-Administer Medication for a Chronic Disease or Medical Condition*.
- Form A & Form B are printed in the back of this handbook.**

[Additional copies in all school offices. These forms may be photocopied for the convenience of our school families.]

A student's unused medicine may be sent home through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medication. Unused medication may be sent home with the student only with the written permission of the student's parent.

#### **D. Immunization**

Policy 5320

Parents must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements (I.C. 20-34-4). Every child who enters grades 9 and 12 shall be immunized against hepatitis B. From time to time immunization against other communicable diseases may be designated by the State Board of Health.

Changes to the 2015–2016 School Immunization Requirements are as follows:

- Two (2) doses of Hepatitis A vaccine (Hep A) for all students entering Kindergarten and 1st Grade.
- All other requirements from the 2014–2015 School Year remain unchanged.

The full list of all school immunization requirements can be found online at <https://chirp.in.gov/>.

The Superintendent shall require parents to furnish to their child's school, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days and is in accord with the Superintendent's administrative guidelines on immunization. If the student remains unimmunized at the close of the twenty (20) day period, the principal shall commence expulsion proceedings, unless the parents have filed a religious objection or submitted a physician's statement that the needed immunizations are contra-indicated.

If a parent/guardian objects to immunization on religious grounds, the objection does not exempt a child from any testing, examination, immunization, or treatment unless the objection is: (1) made in writing, (2) signed by the child's



parent/guardian, and (3) delivered to the child's teacher or the individual who might order a test, an exam, an immunization, or a treatment absent the objection.

**E. Communicable Diseases** Policy 8453 text

The School Board seeks to provide a safe educational environment for both students and staff. It is the Board's intent to ensure that any student or member of the staff who contracts a communicable disease that is not communicated through casual contact will have his/her status in the Corporation examined by appropriately licensed medical personnel and that the rights of both the affected individual and those of other staff members and students will be acknowledged and respected.

For purposes of this policy, "non casual-contact communicable disease" shall include:

- A. AIDS - Acquired Immune Deficiency Syndrome;
- B. ARC - AIDS Related Complex;
- C. persons infected with HIV (human immunodeficiency);
- D. Hepatitis B;
- E. other like diseases that may be specified by the State Board of Health.

In its effort to assist in the prevention and control of communicable diseases of any kind, the Board has established policies on Immunization, Hygienic Management, and Control of Casual-Contact Communicable Diseases. The purpose of this policy is to protect the health and safety of the students, Corporation personnel, and the community at large, from the spread of the above-mentioned diseases.

The Board seeks to keep students and staff members in school unless there is definitive evidence to warrant exclusion. When the Superintendent learns that a student or Corporation employee may be infected with a non casual-contact communicable disease, the Superintendent shall consult with the infected person's physician and/or the St. Joseph County Health Department to determine if the initial evidence warrants exclusion.

If the evidence is not sufficient to justify exclusion, the person shall remain in his/her current school environment.

If the County Health Officer determines the evidence indicates the person should be excluded from the school environment, the person shall be temporarily excluded.

The Corporation shall provide an alternative education program for any student removed from the school setting as a consequence of the health officer's decision. Such a program shall be in accordance with this Board's policy and administrative guidelines on Homebound Instruction.

When the Superintendent learns that an affected student is eligible for services under the IDEA and the student's physician or the County Health Department Officer believes the student must be removed from school, the Superintendent will direct the Student's Case Conference Committee to design an appropriate out of school program for the student.

The rights of any affected student, as well as those of any affected staff member, shall be protected in accordance with Federal and State laws on privacy, and confidentiality. In addition, the exclusion of any staff member from the Corporation by the

County Health Officer's decision will be done in accord with relevant sections of Indiana Statutes concerning sick leave.

Further, it is the Board's policy that all students and staff members should maintain normal contact with an affected student or staff member whose continued presence in the school setting has been determined by this process.

The Board directs the Superintendent to develop an educational program in accordance with Indiana Statute that will ensure proper instruction of professional staff and/or support staff, on the principal means by which non casual-contact communicable diseases are transmitted, as well as how they are not transmitted, and the more effective methods for restricting and/or preventing these diseases. The Superintendent shall include in this, those educational materials which advocate prevention through abstinence.

I.C. 20-34-3-17, I.C. 16-41-9, I.C. 20-34-3-9

**F. Drug Prevention [students]** Policy 5530

School City of Mishawaka Board of School Trustees recognizes that the misuse of drugs is a serious problem in contemporary society, and as the educational institution of this community, schools should strive to prevent drug abuse. To that end the Board prohibits the use, possession, concealment, or distribution of any drug and any drug-related paraphernalia at any time on School City of Mishawaka property or at any school-related event. The Board further establishes a drug-free zone within 1,000 feet of any facility used by the Corporation for educational purposes. For further elaboration of the Board's position, please consult Policy 5530.

**G. Random Drug Testing** Policy 5145

Because of the risks associated with the use of alcohol and illegal drugs, School City of Mishawaka conducts a mandatory random testing program for all students in grades 7-12 who:

- 1. participate in interscholastic athletics, or
- 2. participate in extracurricular activities as listed in each school's handbook.

For information concerning this process or for an explanation of the results of a positive test, please consult Policy 5145.

**H. Child Abuse and Neglect** Policy 8462

School City of Mishawaka is concerned with the physical and mental well-being of the children of this corporation and, as an agency of the State of Indiana, will cooperate in the identification and reporting cases of child abuse in accordance with the law.

Each staff member employed by this Corporation shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student, other than by accidental means. Information concerning alleged child abuse of a student is confidential information and is not to be shared with anyone other than the administration or the reporting agency.

**I. Dress and Grooming** Administrative Guideline 5511

Appropriate student dress is important to maintaining a positive school climate. When students dress in an appropriate manner

it is conducive to teaching and learning and helps to eliminate unnecessary distractions. Students and their clothing should be clean and neat. Dress should be appropriate to the occasion or activity. Dress or grooming that disrupts or could potentially disrupt education, is destructive to school property, or is a threat to the safety or health of the student or other students cannot be permitted. *The school administrators will determine if dress and grooming are inappropriate.*

**Student dress will be governed by the following:**

**Disruption:** Any item of clothing that interferes with the educational climate of the school or classroom is prohibited. Clothing **NOT** allowed at school includes, but is not limited to: oversized or sagging clothing, short shorts, muscle shirts, flannel pajama or lounge pants, jeans with holes or rips, mini-skirts, gloves/hats indoors, bandanas or other head coverings, any clothing which advertises drugs, alcohol or tobacco products, contains vulgar or profane language or is sexually suggestive, and/or clothing that reflects, identifies, or promotes gang or cult activity. In addition, hair style or hair coloring which draws undue attention to a student or causes distraction is prohibited.

**Safety:** Any clothing or jewelry that could create an unsafe situation in any classroom cannot be allowed. This would include clothing or jewelry that may get caught in machinery. Chains, including wallet, bicycle, and certain necklaces could be used to cause harm and are, therefore, prohibited. Any jewelry or other items are prohibited when worn on any pierced body part other than the ear. Shower sandals, flip-flops, or Heeleys (roller skate shoes) are not allowed.

**Health:** Any clothing that is in need of cleaning may pose a health hazard to the student or others. Coats and jackets may only be worn as students enter or leave the school. During the day, all outer wear is to be stored in students' lockers. Any tattoo or "look-alike" is not to be visible during school or extra-curricular activities. Writing on yourself or others (clothing and skin) while at school is prohibited.

**Appropriateness of dress:** Students are encouraged to dress appropriately for school so as to maintain an attitude of respect for self and others. The length of shirts/tops, shorts, and dresses/skirts must be appropriate for school. No shorts, skirts, or dresses should be worn which are shorter than "finger-tip" length. Under garments should not be visible at any time during school or at school functions. Students should exercise good judgment as to the appropriateness of wearing shorts. All tops/shirts worn to school should be long enough that the midriff is not exposed in any way during normal school activities. Tops without sleeves must have fabric that extends to the edge of the shoulder. In addition, tops must be modest (not low cut by design).

**The school administration reserves the right to make the final judgment/decision concerning the appropriateness of student dress.**

**Enforcement of Dress Code Policy:**

Any student not dressed or groomed in accordance with these administrative guidelines shall be subject to the following disciplinary consequences:

- Step 1: Student conference and modification of clothing\*
- Step 2: Student conference, modification of clothing, and parent contact by an administrator
- Step 3: Parent and student conference with an administrator and modification of clothing
- Step 4: Parent and student conference with an administrator and modification of clothing. Student subject to disciplinary sanctions such as before and after school detention, lunch detentions, in-school suspension, and other school based sanctions. Step 4 may be repeated as deemed appropriate by the building administrator.\*\*
- Step 5: Student eligible for out-of-school suspension or request for expulsion as deemed appropriate by the building administrator and with due process as required by law.

\*The phrase "modification of clothing" can include, but is not limited to, a range of actions such as turning a shirt inside out, removing inappropriate jewelry, covering a tattoo, wearing a belt, changing clothing, or having a parent bring clothing to school. If students or parents cannot provide proper attire, the student may be kept out of class and be assigned to an appropriate alternative educational setting, such as in-school suspension, for the balance of the school day.

\*\*The phrase "as deemed appropriate by the building administrator" is intended to serve as a guide for the building administrator to take into account factors such as the age of the student, the severity of the violation, the level of disruption caused by the violation, the frequency of the violation, and other factors relevant to the administrator's decision.

While the primary responsibility for personal appearance lies with students and their parents, teachers and other staff members play a critical role in encouraging appropriate student dress. Accordingly, all staff members are expected to question student dress which is in violation of the terms of this administrative guideline and direct students to report to the appropriate building administrator. In most instances, it is anticipated that referrals to an administrator for violations of the dress code policy and administrative guidelines will occur at the start of the regular school day. In order to promote both consistency and efficiency, each building principal at the secondary level shall designate at least one (1) administrator who shall assume primary, but not exclusive, responsibility for monitoring the enforcement of the terms of this administrative guideline.

**Communication of Dress Code Policy & Administrative Guidelines**

In order to promote student and parent understanding of the expectations for student dress and grooming, School City of Mishawaka shall take the following steps:

1. Annual publication in the *Handbook for Students & Parents* at corporation level;
2. Annual publication in student handbooks at the building level;
3. Direct mail to each SCM family;

4. Annual discussion by building administrators at student orientation;
5. Annual distribution to PTA Council;
6. Annual distribution to each school's PTA;
7. Publication in school newsletters;
8. Publication on SCM web site;
9. Publication on school web sites; and  
Such other written and verbal communication with students and parents as may be necessary.

**J. Extracurricular Activities** Policies 2430 and 2431  
In addition to an extensive program of interscholastic athletics, School City of Mishawaka offers a variety of extra-curricular activities, particularly for students ranging from grades 7 through grade 12. Participation in extracurricular activities is a privilege and not a right. Students who choose to participate assume greater responsibility and make certain sacrifices. All participants must maintain their academic eligibility as well as agree to be a part of a pool of students subject to random drug and alcohol testing. For addition information on this procedure, see 6F above and Policy 5145.

## **SECTION 7 Food Service**

School City of Mishawaka participates in the National School Lunch and School Breakfast program, serving nutritious meals every full day of school. All meals served must meet the nutrition standards established by the US Department of Agriculture. Current lunch menus for all schools and other helpful information can be found on the School City of Mishawaka web site, under the Food Service heading.

If a child has a disability, as determined by a doctor, and the disability prevents the child from eating the regular school meal, the Food Service staff will make substitutions prescribed by the doctor at no additional charge. Please note, however, that the school is not required to make a substitution for a food allergy, unless it meets the definition of disability.

As partners with the parents in a child's total nutritional program, the Food Service staff is committed to the importance of nutrition for each child's effective learning and overall academic success.

### **A. Meal Prices for 2016–2017**

Breakfast: Elementary	\$1.30 full price	\$.30 reduced price*
Breakfast: Young & MHS	\$1.60 full price	\$.30 reduced price*
Lunch: Elementary	\$2.15 full price	\$.40 reduced price*
Lunch: Young & MHS	\$2.25 full price	\$.40 reduced price*
Adult Lunch	\$3.25	
Milk	45¢	

### **B. Free/Reduced Price Federal Program\***

In July, every household with a student enrolled for the 2016–2017 school year received information and the application for “Free and Reduced Priced Meals & Other Benefits”. The completed application must be returned to the Food Service Coordinator, 1402 South Main Street, Mishawaka, IN 46544 for review.

### **C. Debit Account Program**

The MySchoolBucks POS [Point of Sale] System sets up a Debit Account for your child's breakfast and /or lunch purchases. Your child's Debit Account is only accessed with his/her Bar Code. The program handles full price purchases as well as reduced price and free meal plans. Deposits can be made at the school cafeteria, at [myschoolbucks.com](http://myschoolbucks.com), or through the Food Service Coordinator at the Administrative Center. Money deposited into the account can only be used for breakfast and/or lunch purchases. The student can check the balance whenever a purchase is made, but the student cannot get any cash from the account. Any funds left at the end of the school year are automatically rolled over for the next year. A refund can also be obtained by the parent by contacting the Food Service Coordinator at 254-4500.

## **SECTION 8 Parent & Community Relations**

### **A. Relations with Parents**

Policy 9250

Cooperation between the home and the school is critical to a child's school experience. School information and newsletters are sent home to give parents details about school programs and events. Attending open houses and parent-teacher conferences gives parents first-hand information about what their children are learning and how they are progressing.

### **B. Parent -Teacher Association [PTA]**

Each school has an active Parent -Teacher Association [PTA] that contributes to learning and provides special activities for students. For a nominal fee, PTA membership is open to all persons who wish to join. The PTA Council of Presidents meets throughout the year to coordinate corporation-wide programs, such as the annual Reflections art and writing contest, Books for Babies, and Take Heart - Drive Smart. PTA provides valuable assistance in each school and strengthens the home-school partnership.

### **C. Latch Key Programs**

Policy 2262

Parents can enroll their elementary school children in before and/or after-school child care programs offered by an outside agency of the school corporation's choice in the school, as described in Policy 2262. The before- and after- school program offers a safe and structured program, reinforces skills needed for success in school, and provides beneficial recreational activities. Information about the program is provided each year. Parents may also contact the elementary school office or the Office of Curriculum and Instruction, 254-4500.

### **D. Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)**

Policy 2416

The *Protection of Pupil Rights Amendment* (PPRA) affords parents certain rights regarding School City of Mishawaka's conduct of surveys, collection and use of information for

marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

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

The Corporation has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Corporation will directly notify parents of these policies at least annually at the start of each school year and after any

substantive changes. The Corporation will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Corporation will make this notification to parents at the beginning of the school year if the Corporation has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

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

### ***E. Student Records***

Policy 8330

The *Family Educational Rights and Privacy Act* (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the day the School City of Mishawaka receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the Corporation to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for

amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Corporation discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the

education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

<sup>1</sup>These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

**F. Media Coverage**

School City of Mishawaka is proud to share good news about our students, programs, and events while protecting learning time and being sensitive to our students’ privacy. Parents or legal guardians of our students may request that their child NOT be included in any media coverage during the school day or in any school corporation publications. [See G]

Possible media coverage includes your child’s photo, name, grade, age, writing, and/or quotations to be used in the media (newspaper, television, and/or radio) to share news about his/her school and the educational program of School City of Mishawaka. This includes appropriate requests from newspapers for student writing. Parents should also know that our local media companies also have web sites, so a story and/or photo from the newspaper or TV may also appear on the web site belonging to that media organization. **Complete the Media Denial [PART C] on the Denial Forms at the back of this handbook ONLY if you are NOT GIVING your permission for your child to be included in media coverage or School City of Mishawaka publications, as described above.** No action is needed if we have your approval for your student to be included in media coverage and school corporation publications for the current school year.

Federal law prohibits the identification by his/her disability of any child receiving special education services.

**G. School City of Mishawaka Publications**

School City of Mishawaka publications include newsletters and brochures that may include photos of students and/or share their achievements with our community. These items appear in print and also on the school corporation web site: www.mishawaka.k12.in.us. The Media Denial form does not apply to newsletters, yearbooks, or similar documents prepared by individual schools or school organizations. Parents and students should also be advised that photos [still and video] may be taken during voluntary school events. Anyone wishing not to be photographed should be aware of cameras in order to avoid being photographed at these events.

**H. Relations with Special Interest Groups** Policy 9700

Any request from civic institutions, charitable organizations, or special interest groups for patriotic functions, contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fund raising, and free teaching materials must be submitted to the Superintendent’s Office for review at least four weeks before the desired date of distribution. If/When approved, the contact person will be notified of the decision. If materials are to be distributed, the requesting entity will provide the copies, counted and grouped per school enrollment, as provided by the Superintendent’s Office. Those copies will be submitted to the Superintendent’s Office by the deadline given at the time

of approval. All decisions in this area are made based on how the request promotes student interests without advancing the special interests of any particular group.

**I. Public Complaints and Concerns** Policy 9130

Questions or concerns must be addressed first at the level where the concern arises. For instance, if a parent has a question or concern with a member of the professional staff, that issue should be addressed with the individual first. The Board’s intent is for the parties involved to meet informally to bring resolution to the issue. Policy 9130 sets forth the steps to be followed in such matters, including the steps to follow if the First Level does not bring resolution.

**J. Public Participation in Board Meetings** Policy 0167.3

The Board recognizes the value of public comment on education issues as well as the importance of allowing members of the public to express themselves on school corporation topics. Any person wishing to speak during a Board meeting must register his/her name and home address on the list prior to the start of the meeting. When the presiding officer reaches that section of the agenda, it is the registered individual’s responsibility to step to the podium to make his/her comments. Specific rules, including time limits, are included in the agenda for all regular meetings of the Board of School Trustees.

**K. Use of School Facilities** Policy 7510

School facilities can be used for community purposes, provided that the use does not infringe on the school’s use of the facility, interfere with the educational program, or conflict with the purposes of School City of Mishawaka. Requests for such use must be made in writing to the Superintendent.

**L. Public Records** Policy 8310

Public records of the school corporation must be maintained and made available to members of the public for their inspection and copying. Any member of the public may make a written request [at least one working day in advance] to inspect and copy by hand the public records of School City of Mishawaka during the regular business hours of the office in which such records are maintained, per Policy 8310. A resident may also purchase copies of the record for a fee. Certain records as described under I.C. 5-14-3-4 are exempt from access.

**M. Gifts, Grants, and Bequests** Policy 7230

The Board appreciates gifts, grants, and bequests that express the public’s interest in and good will toward the school corporation. The Board reserves the right to specify the manner in which gifts are made, to define the types of gifts deemed appropriate, and to reject those which it deems unsuitable or inappropriate, per Policy 7230.

**N. Display of US Flag, Pledge of Allegiance** Policy 8800

Indiana statute requires the display of the US flag in each classroom in every school. The law also requires a daily opportunity for students to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. The school principal will determine the appropriate time when school is in session for the recitation of the Pledge.

During the Pledge of Allegiance, students who participate shall stand and recite the Pledge while facing the United States flag with their right hands over their hearts or in an appropriate salute if in uniform.

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

1. the student chooses not to participate; or
2. the student's parent does not choose for the student to participate.

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

The student code of conduct applies to disruptive behavior during the recitation of the Pledge in the same manner as provided for in other circumstances of such behavior.

**O. Moment of Silence** Policy 8800  
Indiana Code 20-30-5-4.5 requires a daily observance of a moment of silence in each classroom or on school grounds of each school in the school corporation.

During the moment of silence, the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent during the moment of silence and the students make no distracting display so that each student may, in the exercise of his/her individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of the student's individual choice.

This moment of silence is not intended to be and shall not be conducted as a religious exercise. This policy precludes students from using the occasion to pray audibly or otherwise speak, singly or in unison. Building principals and teachers must not allow or tolerate any coercion or overbearing by anyone to force other students to engage in or refrain from prayer or any other permitted activity under this policy.

The student code of conduct applies to disruptive behavior during the moment of silence in the same manner as provided for in other circumstances of such behavior.

## **SECTION 9**

### **Annual Notices to Parents & Students**

**A. Nondiscrimination & Access to Equal Educational Opportunity** Policy 2260

School City of Mishawaka does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.<sup>1</sup> Further, it is the policy of this corporation to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the corporation, or social or economic background, to learn through the curriculum offered in this corporation. The following person has been designated to handle inquiries regarding the non-discrimination policies:

William Welling  
Interim Director for Human Resources  
1402 South Main Street  
Mishawaka, IN 46544  
(574) 254-4524

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

### **B. Student Records & Directory Information**

Policy 8330

#### **STUDENT RECORDS**

In order to provide appropriate educational services and programming, the School Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

The School Board is responsible for maintaining records of all students attending schools in this corporation. In addition to records mandated by the federal government, the State of Indiana requires that the school corporation record or include in the official high school transcript for each high school student the following information:

- A. attendance records;
- B. the students' latest ISTEP/GQE test results;
- C. any secondary level and postsecondary level certificates of achievement earned by the student;
- D. immunization information from the student's immunization record.

The Board also authorizes the collection of other student information including, but not limited to:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as interest inventories and aptitude tests, vocational preference inventories, achievement tests, and/or standardized intelligence tests
- D. authenticated information provided by a parent or adult student concerning achievements and other school activities which the parent or student wants to make a part of the record
- E. verified reports of serious or recurrent behavior patterns
- F. rank in class and academic honors earned
- G. psychological tests
- H. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **School City of Mishawaka**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the Corporation may disclose appropriately designated “directory information” without written consent, unless you have advised the Corporation to the contrary in accordance with Corporation procedures. The primary purpose of directory information is to allow the Corporation to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want School City of Mishawaka to disclose directory information from your child’s education records without your prior written consent, you must notify the Office of the Superintendent in writing by no later than two (2) weeks after your receipt of this Handbook. The Corporation has designated the following information as directory information:

- |                           |  |
|---------------------------|--|
| • Student’s name          | • Participation in officially recognized activities and sports |
| • Address                 | • Weight and height of members of athletic teams               |
| • Telephone listing       | • Awards received  |
| • Photograph              | • Listing on an honor roll                                     |
| • Date and place of birth | • Scholarships   |
| • Major field of study    |  |
| • Dates of attendance     |  |
| • Date of graduation      |  |

**C. Search & Seizure**

**Policy 5771 text**

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

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

- A. **School Property:** School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a corporation administrator by the use of a lock or other device.
- B. **Student Person and Possession:** Prior to a search of a student’s person and personal items in the student’s immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator’s individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student’s parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

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

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

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

- C. **Breath Test Instruments:** Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.
- D. **Use of Dogs:** The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent’s administrative guidelines.



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

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

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

**D. Pest Control and Use of Pesticides Policy 8432 text**

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.

School City of Mishawaka 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.

The corporation may provide for training of school employees to become certified pest control applicators. Financial support for such training may be provided by the corporation subject to budgetary constraints of the corporation.

**E. Annual AHERA Notification**

**School City of Mishawaka School Year 2016–2017**

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the *Asbestos Hazard Emergency Response Act (AHERA)* which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, School City of Mishawaka has conducted a reinspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last reinspection conducted on March 9, 2016, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place by July 1989. The Corporation developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

The following buildings contain no asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required: Beiger Elementary School, LaSalle Elementary School, Liberty Elementary School, and John Young Middle School. During the past year, no asbestos containing building materials have been removed, encapsulated, or enclosed in any School City of Mishawaka buildings. During the next year, we plan to conduct the following asbestos related activities at the following school buildings: none. The annual reinspection of all school buildings, other than those named above, will occur in March of 2017.

It is the intention of the Corporation to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan at the SCM Administrative Center during regular business hours. Michael P. Faulkner is our designated asbestos program

coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at 574-254-4510.

### ***F. Meningococcal Disease***

A new Indiana law requires each year that parents/guardians be informed about meningococcal disease and its vaccine. (IC 20-30-5-18).

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations.

Symptoms of meningococcal disease often resemble the flu and can include fever, headache, nausea, and stiff neck, making it difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshmen.

Please talk with your health care provider about meningococcal disease and vaccination.

More information can be found at the following web sites:

- The Indiana State Department of Health  
<http://www.in.gov/isdh/25455.htm>
- The Centers for Disease Control and Prevention  
<http://www.cdc.gov/meningococcal/vaccine-info.html>
- Academy of Pediatrics  
<http://www.aap.org>

### ***G. Blood-Borne Pathogens***

School City of Mishawaka is subject to regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the Corporation who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the Corporation is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the Federally-mandated procedures include a requirement that the Corporation request the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment.

The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the Corporation to request that consent.

# Parents' Right-to-Know

## **To Parents of Students Attending Title I Elementary Schools:**

(Battell Elementary School, Beiger Elementary School, Emmons Elementary School, LaSalle Elementary School, and Liberty Elementary School)

In accordance with the Elementary and Secondary Education Act, Section 1111(h) (6)

PARENTS' RIGHT TO KNOW, this is a notification from the School City of Mishawaka to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline;  
and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

If at any time your student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

If you have questions or concerns, please feel free to contact the school principal at [574] 254-4500.

**—SCHOOL CITY OF MISHAWAKA—**  
**AUTHORIZATION TO ADMINISTER MEDICATION FORM**

FORM A

**Student Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

**NON-PRESCRIPTION (over the counter) MEDICATION**

Parent/guardian must complete this section and *send the medicine to school in the original container.*

Medicine Name: \_\_\_\_\_

*Dosage must be consistent with recommended dosage on the container and age appropriate.*

Time of day to administer the medication: \_\_\_\_\_

**PRESCRIPTION MEDICATION**

Parent/ guardian must sign below. The doctor must sign below if it is a prescription medication. The medicine must be brought to school in the original container. All medications must be FDA approved and be required to be given during the school day, which means they can not be given at home. (example, lunch time medication)

Medicine Name: \_\_\_\_\_

Dosage: \_\_\_\_\_

Time of Day to Administer: \_\_\_\_\_

Termination Date of Prescription: \_\_\_\_\_

Side Effects, if any: \_\_\_\_\_

Physician/Practitioner Signature: \_\_\_\_\_

Physician/Practitioner Name PRINTED: \_\_\_\_\_

**PARENT/GUARDIAN APPROVAL**

This certifies that I, the undersigned parent/guardian am aware of the above authorization and hereby request that it be carried out by assigned school personnel. I agree to notify you immediately of any changes in circumstances concerning the administration of this medication.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**TERMINATION OF MEDICATION**

*I hereby withdraw consent for my child to receive the above medication while at school.*

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

All Medication must be kept in the health office. Students are not permitted to carry medication in their possession.



**—SCHOOL CITY OF MISHAWAKA—**  
**AUTHORIZATION TO POSSESS AND SELF-ADMINISTER**  
**INHALERS, EPI-PENS & INSULIN**

FORM B

*This form must be filed with the Principal annually.*

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**To Be Completed By Physician/Practitioner:**

My patient \_\_\_\_\_ has been instructed in the proper use of \_\_\_\_\_ . This student's well being is in jeopardy unless this medication is carried on his/her person: therefore we request that he/she be permitted to carry \_\_\_\_\_. He/She understands the purpose, appropriate method and frequency of this medication.

Physician/Practitioner \_\_\_\_\_ (please print)

Address \_\_\_\_\_

Phone: \_\_\_\_\_

Physician/Practitioner signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian Authorization:**

I permit my child to carry the above listed medication as ordered by his/her physician/practitioner. I understand that sharing medication with other students will result in disciplinary action. I understand that neither the school or the school board is liable for civil damages as a result of the student's named above self-administration of medication for an acute or chronic disease or medical condition as provided under IC20-8.1-5.1-7.5

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To Be Completed By the Student:**

I understand the purpose, appropriate method and frequency of the above listed medication. I understand that sharing this medication with other students is potentially dangerous and will result in disciplinary action.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Termination of Medication:**

I hereby withdraw my consent for my child to receive the above medication while at school.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# 2016-2017 LEADERSHIP

## ADMINISTRATIVE CENTER

1402 South Main Street • Mishawaka, IN 46544-5297  
Telephone 574-254-4500 • Fax 574-254-4585  
scm.mishawaka.k12.in.us

### BOARD OF SCHOOL TRUSTEES 2016

Jeffery E. Emmons, *President*  
Larry E. Stillson, *Vice-President*  
Holly Parks, *Secretary*  
Dennis R. Wood, *Member*  
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### *Superintendent of Schools*

Dr. A. Dean Speicher

### *Assistant Superintendent of Curriculum & Instruction*

Dr. Theodore Stevens

### *Interim Assistant Superintendent for Business Services*

Dr. Bruce Stahly

### *Interim Director for Human Resources*

William Welling

### *Director of Student Learning and Innovation*

Sarah J. Hickie

## DEPARTMENT OF EXCEPTIONAL LEARNERS

Phone: 254-4528 or 254-4530

### *Executive Director*

Barbara Michalos

### *Assistant Director*

Eilleen Kalman

### *Oaklawn Campus Program*

*Program Supervisor*

Patti Morris

## SCHOOLS & PRINCIPALS

### **Battell Elementary School**

715 E. Broadway .....254-3900  
*Matthew Wood*

### **Beiger Elementary School**

1601 Lincoln Way East .....254-4700  
*Daniel R. Towner*

### **Emmons Elementary School**

1306 S. Main Street.....254-4600  
*Brad Addison*

### **Hums Elementary School**

3208 Harrison Road .....254-3800  
*Jeffrey Yohe*

### **LaSalle Elementary School**

1511 Milburn Blvd.....254-4800  
*Michael Babcock*

### **Liberty Elementary School**

600 E. Pregel Drive.....254-3700  
*Janine Mabry*

### **Mishawaka High School**

1202 Lincoln Way East .....254-7300  
*Jerome C. Calderone*

### **Twin Branch Elementary School**

3810 Lincoln Way East .....254-3500  
*Shelley Brandenburg*

### **John Young Middle School**

1801 N. Main Street.....254-3600  
*C. Mike Fisher*

### ***The Mission of***

### ***School City of Mishawaka***

*Together, we will equip our students  
with the knowledge, skills, and character  
necessary to excel in a dynamic  
and evolving world.*

Every effort has been made for the information in this booklet to be correct and accurate at the time of printing. This handbook supersedes the information communicated by individual schools. Any changes or additions in Board of School Trustees' policies during the 2016-2017 school year will replace the corresponding item[s] in this handbook.





SCHOOL CITY OF MISHAWAKA  
1402 SOUTH MAIN STREET  
MISHAWAKA, IN 46544-5241

*Welcome to the 2016–17 school year!*

*The 2016–17 Handbook for Parents & Students includes information that you can use all year:*

Calendar Highlights • Medication Forms • Board Policy References  
Denial Forms • Annual Notices

Equipping Students to Excel