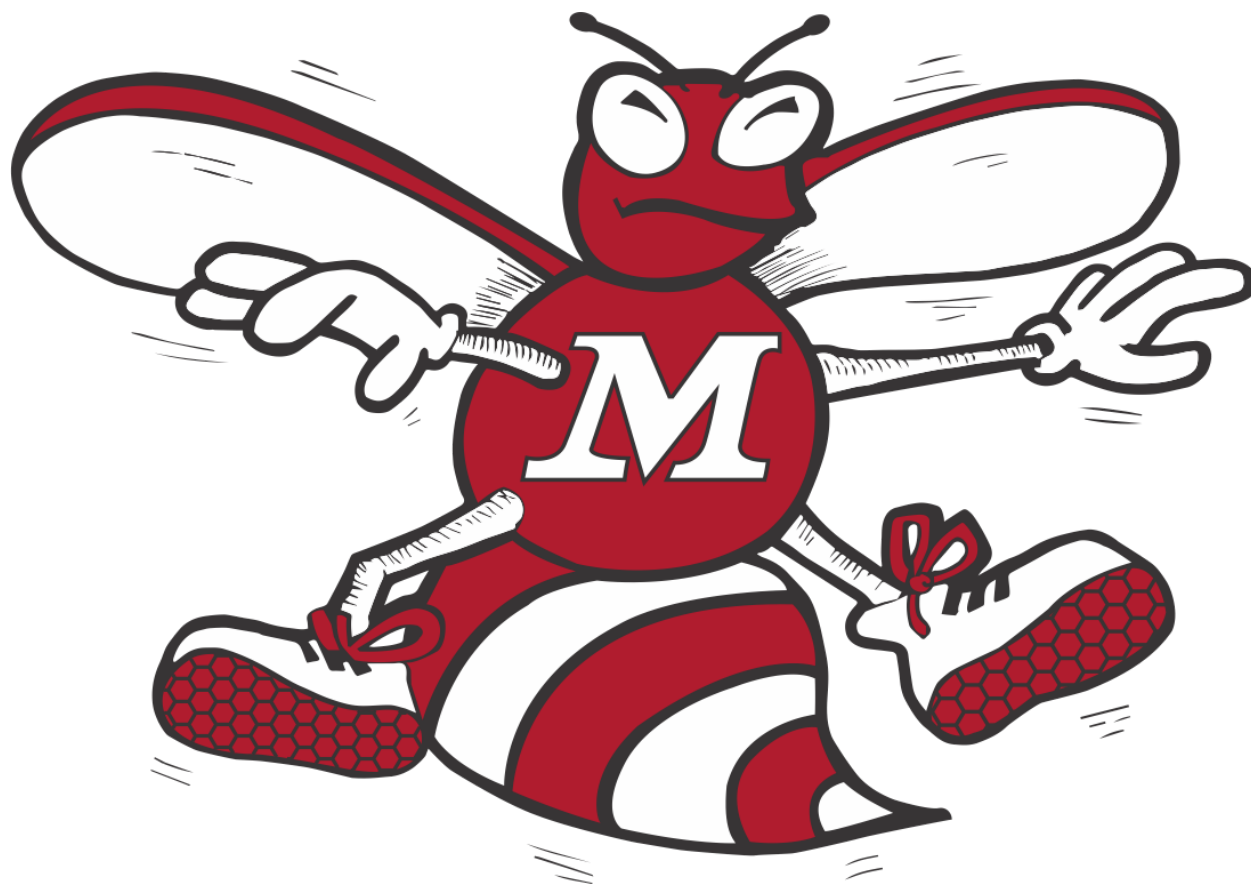


# **Student Handbook**

## **Medora Junior-Senior High School**

### **2023-2024**



# Welcome!

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Medora Community School Corporation is located in the town of Medora, Indiana in Jackson County. All of our students attend school in one central location.

## About Us

Medora Community School  
82 S. George Street  
Medora, Indiana 47260

Office Phone: 812-966-2201

Medora Community School Corporation Administrative Office  
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Medora, Indiana 47260

Website: [www.medora.k12.in.us](http://www.medora.k12.in.us)

Office Hours: Monday-Friday, 7:45 a.m.-3:30 p.m.

Superintendent: Roger Bane (812) 966-2210

Principal: Kara Hunt (812) 966-2201

Guidance Counselor: Jessica Wischmeier (812) 966-2201

School Secretary : Teresa Wayman (812) 966-2201

Administrative Secretary : Teresa Brewer (812) 966-2210

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# Introduction and Mission Statement

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## Mission Statement

Empowering learners to take ownership of their educational opportunities in order to continue their lifelong development as productive, responsible, engaged citizens.

## Handbook Mission Statement

The mission of the MCSC handbook is to inspire clarity and consistency for expectations of all stakeholders in order to provide a safe and successful learning environment.

Our hope is that this handbook will enable parents, students, and teachers to all be on the same page regarding expectations, policies, and procedures at Medora Community Schools.

# Academic

## Schools

Medora Community Schools, although collectively in one building, are split into two individual entities: Medora Elementary School, which serves students in grades Pre-K (age 4) through 5th grade, and Medora Jr./Sr. High School, which serves students in grades 6th through 12th grade.

## Academic Honesty

Hornets are Honest! Students are expected to complete their own work and cite others' work appropriately. Teachers will make every effort to teach students how to properly cite work that requires research and citations. Assignments not completed by the student, copied from another student, or plagiarized will be given a zero and are unable to be made up or redone.

## Graduation Requirements

Students will be required to meet the requirements set out by the Indiana Department of Education. These can be found in the appendix section. In order for a student to receive the honor of Valedictorian or Salutatorian, the student must be on the Academic Honors track.

## Grading Scale

The grading scale for the Junior/Senior high is:

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

Grade point average will be calculated on a 4.0 scale and will include all coursework completed.

## Final Examinations/Projects

Final examinations/projects will be given at the end of each trimester in every content area. In order to receive a passing grade for the course, students are required to complete the examination/project. Students do not have the option to opt out of the examinations/projects.

## Retention at the Junior High Level

In order to adequately prepare students for high school and beyond, Junior High School students will be expected to maintain adequate academic progress. This progress will be based on three factors: attendance, state standardized test score, and classroom grades. If a student does not have adequate attendance according to the Attendance Policy, does not pass their classroom courses, and/or does not pass their content-area standardized state test, the student will be in danger of being retained to repeat their grade again. Decisions regarding retention will be made in conjunction with the classroom teachers, Principal, and Superintendent.

## Academic Help Sessions

Students who are receiving below a C- in any class will be required to attend after school academic help sessions. Help sessions will take place on Tuesday and Thursday each week from 3:30 - 4:00. The goal of the academic help sessions will be to provide students with additional instruction in order to earn proficiency in all subject areas. Students who fail to attend assigned help sessions will be subject to lunch detention, in-school detention or removal from extra-curricular activities until sessions are attended.

## Field Trips

Field trips which are part of the classroom curriculum are required to be attended by every student in the course. Students will not be allowed to opt out of these educational opportunities.

# Attendance Policy

The cornerstone of a successful school education is the development of regular school attendance patterns. The primary purpose of this attendance policy is to develop a sense of responsibility, to promote punctuality, to develop traits of good citizenship, and to enhance academic success aimed at preparing students for the workforce.

## Attendance Procedures

Students must report to school prior to the beginning of the published school day. Students who arrive late to school must sign in at the office and will be considered tardy.

Students who leave school during the school day must have a written notification or phone call from their parent or guardian granting them permission to leave. Students must sign out at the office.

On the day a student is going to be absent, it is the responsibility of the home to contact the school. A parent or guardian must call the school the day of the absence.

Upon returning to school, students who received a note from a physician should bring the note to the office to be placed in the student's file.

No student is permitted to leave the building without permission from the main office. Students leaving school grounds without permission will be considered truant. Students planning on not returning to school after lunch and/or release time must have a parent call the main office or note provided to the main office that same day.

Students who bring forged notes will face discipline for plagiarism.

Students who log an unexcused absence on a given day may not attend or participate in any extracurricular activities (such as games or practices) for that day unless prior arrangements are made with the office.

Students who are unexcused and do not have a parent call-in may be issued a ticket from local law enforcement for truancy.

## CLASSIFICATION OF ABSENCES

### Excused Absences

When an absence is classified as excused, the student is entitled to complete missed assignments or class-work and receive associated grades for completing the assignments or tests. An absence will be classified as excused for the following reasons:

1. Illness verified by a note or phone call from the parent/guardian: The parent/guardian must contact the office within 24 hours of the absence. **ONLY 3 PARENT/GUARDIAN VERIFIED EXCUSED ABSENCES WILL BE GRANTED PER TRIMESTER.** All other excused absences for the trimester will need to be verified by a note from a physician.
2. Illness verified by a note from a physician/therapist
3. Family funeral
4. Maternity (student)
5. Military connected families (e.g. absences related to deployment and return)

### Exempt

Under certain circumstances, the law requires the school to authorize the absence and excuse of a student: serving as a page or honoree of the General Assembly (IC 20-33-2-14 ); serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2- 15); when subpoenaed to testify in court (IC 20-33-2-16); serving with the National Guard for no more than 10 days (IC 20-33-2-17); or serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-172), the student is approved for an educationally related non-classroom activity (I.C. 20-33-2-175); the student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-177). In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school.

### Unexcused Absences

An unexcused absence is any absence not covered under the definition of excused or exempt. If an absence is unexcused, any work missed (including tests) can not be made up.

## UNEXCUSED ABSENCE POLICY

### Junior High

Unexcused absences are accumulated per semester. At the accumulation of an unexcused absence, the Unexcused Absence Policy will be followed.

First (1) Unexcused Absence	The parent is notified and informed of the attendance policy via attendance letter.
Second (2) Unexcused Absence	Parent/guardian is notified via attendance letter.
Third (3) Unexcused Absence	A parent meeting is requested.
Tenth (10) Unexcused Absence for the school year	School administration will notify the prosecutor of the county where the student lives and may contact the Department of Child Services.

## High School

Unexcused absences are accumulated per trimester. At the accumulation of an unexcused absence, the Unexcused Absence Policy will be followed.

First (1) Unexcused Absence	The student is notified and informed of the attendance policy.
Second (2) Unexcused Absence	Student is given notice. Parent/guardian is also notified.
Third (3) Unexcused Absence	A parent meeting is requested. Student is placed on an attendance contract.
Fourth (4) Unexcused Absence	Administration will meet and may request that all credits be forfeited for the trimester.
Tenth (10) Unexcused Absence for the school year	School administration will notify the prosecutor of the county where the student lives and may contact the Department of Child Services.

If a student is habitually truant, the principal may suspend the driver's license or work permit of the student.

## TARDY POLICY

### Tardy to School

Students are considered tardy to school if they are not in their assigned seat, classroom, or work area when the tardy bell rings.. Tardies are accumulated per trimester. At the accumulation of three (3) tardies in a trimester, the Tardy Policy will be followed.

Third (3) Tardy	Parent Notified/Lunch Detention
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Fifth (5) Tardy	Parent Notified/Week of Lunch Detention
Seventh (7) Tardy	Parent Notified/Three (3) Days of In-School Detention
Tenth (10) Tardy	Parent Notified/Five (5) Days of In-School Detention and possible Expulsion

**After 10 tardies, the student will serve an after-school detention for each tardy.**

**Tardies to class will be cumulative throughout the trimester, throughout the school day. Arriving at school after 8:35 is considered an absence, not a tardy.**

# Health and Safety

## Medications in School

In accordance with Indiana State law, “A school administrator, teacher, or school employee designated by the school administrator, who in good faith administers the medication to a pupil in the presence of another adult, with the written permission of the pupil’s parents or guardian, and in compliance with the written instruction of a physician which shall be on file with the school, is not liable for civil damages as a result of the administration, except for acts or omissions amounting to gross negligence or willful and wanton misconduct.”

As a result, students are not permitted to have any kind of medications, including cough drops, in their possession. Medications should not be brought to school unless a physician’s note is on file. All medications will then be treated as prescriptions and managed by the office.

School personnel (other than the nurse or secretary) will not provide medication to students, unless designated to do so on the Medication Permission Form.

A physician’s note must be on file for ANY medication to be administered to a student during the school day. Medications will be administered in the presence of another adult.

Prescription medication must be brought in the original container and labeled from the pharmacy or by a physician.

A **Medication Permission Form** must be completed by the parent or guardian of the student and kept on file in the office.

## School Nurse

A school nurse is only available on a limited basis for first aid treatments, consultations, and health inspections. It is imperative that we are notified of any medical conditions a student has or develops, and written instructions are required for the handling of any possible emergency situations resulting from these conditions.

## Head Lice

Students who are found to have nits and/or head lice shall be sent home with a note. The student must be treated with a lice killing shampoo, and every effort should be made to remove as many nits as possible. Returning students **MUST** be accompanied by a parent or adult family member and will be checked before being permitted to return to class.

## School Bus Conduct

Expected student conduct while on board a school bus is developed through the cooperative efforts of principals, parents, and bus drivers. School bus passengers are under the supervision, direction, and control of the school bus driver and shall be subject to the discipline of the bus driver.

In order to assure each student's safe transportation while traveling on a bus, the Medora Schools have adopted certain basic rules.

- Each pupil must be seated immediately upon entering the bus in the place assigned by the driver.
- No pupils shall stand or move from place to place during the trip.
- Loud, boisterous, profane language or indecent conduct shall not be tolerated.
- No windows or doors will be opened or closed except by permission of the bus driver.
- No pupils shall enter or leave the bus until it has come to a full stop and the driver has opened the door. Students are to enter and exit in an orderly manner.
- The child should be waiting at his boarding station when the school bus arrives. All students waiting to board a bus must stand back until the bus has stopped. All students to cross the roadway must wait for the driver's signal to cross.
- Upon recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any pupil who refuses to conduct himself or herself in a respectable manner on the bus.
- Large items that cannot be held on a student's lap shall not be allowed on the bus. Items may not be placed in the aisle or in the driver's area. The bus driver must approve any exceptions. No pets are permitted.
- Eating, drinking, chewing tobacco, and smoking is strictly prohibited.
- Students must enter the school building when exiting the bus. Students may not leave school property.

Students violating the above rules may receive suspension of the individual riding privileges.

The Principal or Dean of Students will take the action of denial of riding privileges. In each case, the student will be afforded an opportunity for an informal hearing.

Before a school bus driver denies a student his/her riding privilege for violation of bus rules, he/she must follow the following procedure:

- One or more conferences with the student and the Principal.
- The Principal or Dean of Students will recommend disciplinary action which may include suspending riding privileges for an indefinite period of time.
- In each case, the student will be offered an opportunity for an informal hearing.

## Discipline and Behavior

Medora Hornets are expected to behave well in all situations. Discipline will be managed at the classroom level the majority of the time. However, behavior that does not meet the expectations that teachers and staff establish for students in their classroom will cause the student to be referred to Medora school administration for disciplinary action.

We know that each student in our care is unique. Therefore, discipline will be handled on a case-by-case basis so that all circumstances of any incident can be weighed. Disciplinary measures may include lunch detention, after school detention, removal of extra-curricular or parent phone calls, letters, or conferences, in school detention, out of school suspension, expulsion from school in compliance with Indiana state law, and notification of law-enforcement personnel if and when necessary.

If a student has multiple discipline referrals, administration reserves the right to ban or remove students from school sponsored events such as school dances, athletic events and field trips, etc. Indiana code regarding student due process etc. can be found in the appendix.

## Student Code of Conduct Disciplinary Levels

Violation	1st Offense	2nd Offense	3rd Offense
General Misconduct (inappropriate behavior in any part of the building, including a disruption)	Warning	1 ASD	1 Day ISS
Using Racial Slurs	1 Day OSS	3 Days OSS	*10 Days OSS Pending Expulsion. <sup>1</sup>
Verbally assaulting teachers, staff, or any school employee	**3 Days ISS ***Parent Contacted	5 Days ISS Parent Conference	*10 Days OSS Pending Expulsion
Disrespect/Insubordination	1 Day of ISS	2 Days of ISS	3 Days OSS Possible removal from course.
Using lewd, vulgar, offensive or obscene language including profanity.	2 ASD	1 ISS	2 Days OSS
Using words or statements that are offensive which are intended to degrade another person.	1 Day ISS	2 Days OSS	4 Days OSS
Roughhousing or Horseplay	1 ASD	1 ISS	2 Days ISS
Urging others to use violence, force or fear, provoking a fight.	Warning Possible Police Contact	1 ASD	3 Days ISS
Using violence, force or threats. (Includes fighting, threatening notes, bullying or placing any bodily fluids on another student.)	3 Days OSS	5 Days OSS	5 Days Pending Expulsion.
Possession of lighters, matches, fireworks or any ignition device.	1 ASD	3 Days ISS	5 Days ISS
Possession and or use of tobacco products	3 Days OSS	5 Days OSS	5 Days OSS Pending expulsion.
Possession or use of any illegal drug or inhalant.	*10 Days OSS pending expulsion. Exception: Student may be re-enrolled upon completion of a school approved drug assessment and rehabilitation program. <b>POLICE WILL BE CONTACTED FOR ANY ILLEGAL SUBSTANCE FOUND.</b>		
Distributing or selling any drug (prescription or over the counter), legal or illegal, or alcohol.	10 Days OSS pending expulsion Re-enrollment will be based upon the completion of a school approved drug rehabilitation program. <b>POLICE WILL BE CONTACTED FOR ANY ILLEGAL SUBSTANCE FOUND.</b>		
Weapons , knives, live ammunition, etc.	*10 Days OSS pending expulsion. <b>POLICE CONTACT.</b>		
Theft	*Discipline due to severity will determine the level of discipline. Severity determines whether the police will be contacted. <b>The student will be monetarily responsible for the items stolen.</b>		
Firearms	*10 Days OSS pending expulsion. <b>POLICE WILL BE CONTACTED.</b>		

Students who exhibit a lack of self-discipline as evidenced by more than twelve (12) teacher referrals to the office for classroom disruption and/or violations of school rules will be recommended for expulsion.

## Bullying, Harassment, and Hazing

It is the policy of the School Board to maintain an education and work environment, which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race/color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

### Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- Filing a malicious or knowingly false report or complaint of harassment.
- Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

### Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.

- Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- Such conduct has the purpose or effect of interfering with the individual's work or educational performance; or creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- Physical assault
- Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- Consensual sexual relationships where such relationship leads to favoritism of a student with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students.

## Reports and Complaints of Harassing Conduct

Members of the School Corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School Corporation community or third parties who believe they have been unlawfully harassed by another member of the School Corporation community or a third party are entitled to utilize

the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. Individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are Principals and/or Administrative Assistant or Superintendent of Schools.

## Bullying and/or Hazing

It is the philosophy of all school personnel to provide quality and safe educational and extra-curricular opportunities for our students. Bullying as defined by the state of Indiana in IC 20-33-8-0.2 states:

*Bullying, as defined by state law, is overt, repeated acts or gestures, including:*

- *verbal or written communications transmitted*
- *physical acts committed*
- *any other behavior committed by a student or group of students against another student with intent to harass, ridicule, humiliate, intimidate, or harm other students.*

*This rule applies when: a student is on school grounds immediately before or after school hours, during lunch hours, any other time when the school is being used by a school group, off school grounds at a school activity, function, or event, or using property or equipment provided by the school. In addition, this rule applies when traveling to and from school or a school activity, function, or event. IC 20-33-8-13.5*

School personnel will not tolerate any individual or group of individuals bullying, harassing, or hazing of a student or group of students. Therefore, it is a violation of school policy to participate in the above-mentioned actions as defined by IC 20-33-8-0.2. School personnel will aggressively and appropriately deal with these types of misconduct.

Consequently, it is essential that students who are subjected to bullying or witness to bullying report this to school administration immediately. School administration will investigate the incident promptly. Upon conclusion of the investigation, parents will be notified along with students of the interventions or disciplinary actions. Records will be kept of all incidents.

Interventions and/or discipline will be enacted to appropriately deal with reported bullying incidents. This may include various appropriate school disciplinary actions, including but not limited to student/parent conferences, mediation (peer and school) between individuals involved, anti-harassment education with school personnel, sessions with the principal and/or superintendent, verbal warnings, and

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suspension or expulsion. Supportive educational initiatives may include school wide awareness programs, convocations, or other prevention-related initiatives.

Parents of students involved will be notified to participate in the process to correct and end inappropriate behavior.

If a student threatens another student, the parents of the person being threatened will be called.

# Technology Code

Medora Community Schools strives to incorporate technology to support student learning and help students make connections to their local and global communities.

MCSC knows that technology can play a vital role in the classroom. As part of educating students in digital citizenship, students will understand and abide by these rules and guidelines when utilizing technology at school or with school-owned devices.

- Students will be issued a Medora Google account with a username and password. Students are expected to have this information memorized and to protect it the way they would any other private information. Students are not permitted to attempt to access another student or teacher's account.
- Students are expected to treat school-owned technology including but not limited to chromebooks, iPads, desktops, makerspace materials, etc., carefully and respectfully. Food, drinks, and other liquids should be kept away from all electronics to prevent accidents, and students should not cause intentional harm to school property and devices.
- Digital security is a constantly changing field, and students are expected to behave reasonably in order to maintain that security. Hacking, intentional stealing of passwords or information, or any other type of malicious undermining of Medora's digital security will not be tolerated.
- Students are expected to be mindful of MCSC's connectivity bandwidth and use the Internet only for school-sanctioned and/or school-appropriate content.
- Students should be aware that accessing, viewing, producing, or sending pornographic materials as a minor and/or of minors on any device on school property is a very serious crime, punishable by jail time and other long-reaching legal consequences.
- In order to keep students accountable and to provide necessary boundaries and consequences, students who intentionally violate these rules will be subject to discipline that may include removal of technology privileges and/or referral to the appropriate law-enforcement authorities.

# Policies

The following policies and procedures are in effect for all school-sponsored activities as well as any event that takes place on school grounds. All students, staff, and visitors are expected to follow these policies and procedures.

## Cars and the Student Parking Lot

Students who wish to drive to school must have a valid Driver's License and must adhere to all rules of the road while on school property. Students must park in the gravel lot adjacent to the school, and must turn left when exiting the lot after school. Driving a vehicle to school is a privilege that can be revoked by the principal or superintendent if a student chooses not to follow traffic laws and behave safely with their vehicle. **Vehicles are subject to the Search and Seizure policies in this handbook.**

## Dress Code

MCSC believes that understanding how to select clothing appropriate to a given situation is an important skill that students will need to be successful in a career or higher learning environment. Students will be expected to adhere to this dress code, regardless of gender or activity. Students who violate this code will be disciplined on a case-by-case basis.

- Students will wear opaque clothing that covers them from the tip of the shoulder bone to mid-thigh, as determined by where the student's fingertips reach. All garments must have sleeves. No visible undergarments are permitted. Necklines should not reveal undergarments or cleavage.
- Any apparel or accessory worn to school should be free of profanity, language or symbols generally accepted as offensive or gang-related, and any references to drug, alcohol, or other illicit substances or activities.
- Non-religious headgear will only be permitted as part of designated spirit or fundraising days. Hats/headgear should be removed upon entering the building and remain off until individuals have exited the building. Hats/headgear should be stored in the student's locker and shall not be on the student's person.
- No wallet chains or anything else that can be used as a weapon are permitted.
- Footwear appropriate to the student's activity is required at all times.

## Drug, Alcohol, and Illicit Substances

Students are not permitted to possess or be under the influence of drugs, alcohol, or illicit substances while on school property, including during sporting events. If a student has been prescribed a controlled substance as a medication, please refer to the Medication Policy in the Health and Safety section of this document. Medora Community Schools are tobacco-free, and this includes smokeless tobacco and e-cigarettes. Drug paraphernalia, lighters, and matches are also prohibited.

## Search and Seizure

The Principal or the Principal's designee may search a student during a school activity if the Principal has reasonable cause for a search of that student. "Reasonable cause for a search" is defined as circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:

- Evidence of a violation of a law.
- Evidence of a violation of the student conduct rules and policies contained in the Student Handbook.
- A condition that endangers the health and safety of the student or others.

Searches of the student shall be limited to:

- Searches of pockets of the student.
- Any object of the student's such as a purse or backpack.
- The student's vehicle
- A "pat down" of the exterior of the student's clothing.
- Student lockers.

A person of the same sex shall conduct all searches. A witness of the same sex will be present during the search. When possible the parent or legal guardian shall be notified prior to the search or within 24 hours if possible after the search.

Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct rules contained in the Student Handbook may be:

- Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the Principal until it is presented at the hearing.
- Returned to the parent or legal guardian of the student from whom it was seized.
- Destroyed if it has no significant value, or
- Turned over to any law enforcement officer.

## Search Dogs

Specially trained dogs may be used to detect the presence of drugs or devices such as bombs on school property.

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 owner may lawfully

possess the items. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

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

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

## **Visitors**

Visitors to Medora Schools will need to first sign in at the front office. Visitors must wear an identification badge while in the school.

Field trip chaperones must submit and pass a complete background check through the central office before they will be permitted to attend trips/events.

## **Weapons and Firearms**

Firearms and weapons of any kind jeopardize the safety of students and staff at school. A student found to have a weapon in their possession or vehicle will face consequences deemed appropriate by school administrators and local law enforcement.

## **Food and Drink**

No food or drink will be permitted outside of the cafeteria during the school day. Food made in a classroom or for a class event must be consumed before leaving the designated classroom.

## **Closed Lunch Campus**

Medora Community Schools will have a closed lunch campus for all students in grades 6-12. Parents and guardians are welcome to bring in food and drinks for students. However, students will not be able to order out.

## **Student Cell Phone (or Device) Usage**

Student cell phone use will not be permitted during school hours from 8:15 am -3:04 pm each day. If students bring a cell phone or any cellular-like device (watches, wristlets, etc.) to school, the device

should be turned off and stored in the student's locker. Each classroom teacher will also have storage in their classroom as well. Students may place their cell phones in pouches provided by the teacher and receive them at the end of the class period. No cell phones shall remain on students during class time. Parents/guardians may call the school office at 812-966-2201 if they need to reach a student. If a student is found to have a cell phone or any cellular-like device (watches, wristlets, etc.) on their person during school hours, the teacher will confiscate the phone and a parent/guardian may pick it up in the office after 3:04pm. Violators of this policy will have the following consequences.

1st offense: ASD & phone confiscated until picked up by a custodial parent.

2nd offense: 2 ASD & phone (or device) confiscated until picked up by a custodial parent.

Student device will be required to be turned into the office during school hours.

3rd offense: 1 Day OSS & phone (or device) confiscated until picked up by a custodial parent.

Repeated offenses: Results in additional OSS & ultimately expulsion.

**NOTE: Any student who refuses to turn over their cell phone (or device) to a school staff member will receive a minimum of OSS (Out of School Suspension).**

## Backpacks

Large Backpacks, large purses, briefcases, and other large storage items are to be kept in students' lockers. Classroom space is limited and having these devices in class creates a safety risk.

## Driver's License

Indiana Code allows the school corporation to deny a student an initial operator's license or learner's permit up to eighteen (18) years of age for the following reasons:

- The student is determined to be a habitual truant as defined by school policy.
- The student is under a second suspension from school.
- The student has been expelled from school.

Students who fall under the criteria mentioned above may lose their license at the request of the school corporation.

## Late Work Policy

**In-class Work :** Classroom work that is not completed in class as required will receive a zero

### **Make-Up Work Following an Absence:**

Students are expected to make up for missed work while they are absent. They will be given full credit for work done that satisfies the conditions of the district policy for make-up work.

The following is offered as a timeline for make-up work due to an excused absence:

- 1 day absence - day following return to school
- 2 day absence - 2 days after return to school
- 3 day absence - 3 days after return to school
- 4 day absence - 4 days after return to school
- 5 day absence - 5 days after return to school

Students absent more than five (5) days must make arrangements with their teachers for making up work missed within one week (5 school days) after their return to school.

\*If there is a serious illness and the student needs additional time, please contact the classroom teacher about extending the timeline for make-up work following an absence.

## Late Work

Late work is defined as any work completed and turned in after a designated due date. Medora Junior-Senior High School will follow the following procedures for late work:

Students will have one day from the designated due date to turn in late work. A late assignment will receive a 50% deduction off of the grade.

**No late work will be accepted the last week of the grading period each trimester.**

## E-Learning Policy

Medora Junior-Senior High School will use E-Learning days on days when inclement weather or other days that would cause school to be canceled. **(The first three (3) inclement weather, or canceled school days, will be made up on built-in make-up days. Remaining inclement weather days will be E-Learning days.)** MCSC staff will have student lessons and assignments uploaded to their Google Classroom by 8:15 am. All assignments will be due the following day unless otherwise noted by the teacher. The Late Work Policy will apply to E-learning assignments.

## Out of Class Time

It is essential that students be present for classroom instruction and collaboration. Each student will receive six (6) restroom passes each trimester.

# Appendix

## CONDUCT

**SUSPENSION FROM SCHOOL PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period up to 10 school days.

**EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current trimester plus the following trimester, with the exception of a violation of rule O listed under the grounds for Suspension and Expulsion in this policy.

Any student at least sixteen years old wishing to re-enroll after an expulsion must obtain permission from the principal. The principal may require the student to attend one (1) of the following:

1. alternative school or program;
2. evening classes;
3. classes established for students who are at least sixteen years of age.

The following types of student conduct are grounds for expulsion or suspension subject to the procedural provisions of law: pursuant to Indiana Code IC 20-33-8: When a student is:

- A. on school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
  - B. off school grounds at a school activity, function, or event; or
  - C. traveling to or from school or a school activity, function, or event
1. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct, constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of but not limited to the type of conduct prohibited by this subparagraph:
    - a. occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
    - b. blocking the entrance or exits of any school building corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
    - c. Setting fire to or substantially damaging any school building or property;
    - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property;
    - e. Continuously and intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
  2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
  3. Engaging in violence and/or threat against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
  4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is presented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
  - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filled a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
    - i. That student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
    - ii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    - iii. The student has been instructed in how to self-administer the prescribed medication.
    - iv. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco products (or nicotine devices) of any kind or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where failure constitutes an interference with school purposes or an educational function.

17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Engaging in pranks that could result in harm to another person.
24. Use or possession of gunpowder, ammunition, or an inflammable substance.
25. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device
26. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.
27. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.
28. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
29. Possessing A Firearm or Destructive Device
  - a. No student shall possess, handle, or transmit any firearm or a destructive device on school property.
  - b. The following devices are considered to be a firearm under this rule:
    - i. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
    - ii. The frame or receiver of any weapon described above

- iii. Any firearm muffler or firearm silencer
- iv. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
- v. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- vi. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- vii. An antique firearm.
- viii. A rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.

c. For purposes of this rule, a destructive device is:

- i. An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - ii. A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch or
  - iii. A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
- d. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

e. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

### 30. Possessing a Deadly Weapon

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

## 31. Unlawful Activity

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

## 32. Legal Settlement

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

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