

# **DEKALB MIDDLE SCHOOL**

## **HOME OF THE BARONS**

### **STUDENT HANDBOOK 2025-2026**

3338 CR 427  
Waterloo, IN 46793

Phone: 260-920-1013 or 1-877-368-1010

Fax: 260-837-7812

Carrie Wisehart  
Principal

Justin Rentschler  
Associate Principal

Zachary Wampler  
Associate Principal

Adaptability Collaboration Communication Critical Thinking Empathy Integrity Perseverance

**OUR VISION**

**OUR MISSION STATEMENT**

**6**

**6**

<b>ANNUAL FEDERAL NOTICES</b>	<b>7</b>
Boy Scouts Access to Schools	7
Nondiscrimination and Equal Employment Opportunity	7
Parental Involvement Policy	7
Student/Parent Rights with Respect to Students Records Under FERPA	7
Directory Information	8
<b>ACADEMIC INTERVENTIONS</b>	<b>8</b>
<b>ATTENDANCE (STUDENTS)</b>	<b>9</b>
Habitual Absence	9
Chronic Absenteeism	9
Attendance Limits	9
Excused Absences	9
Parent Notification	10
Exempt Absences	10
Unexcused Absences	11
Intervention Procedures	11
Makeup Work	11
Tardiness	11
Early Dismissal	11
<b>BARON PARENT ORGANIZATION MISSION STATEMENT</b>	<b>12</b>
<b>BICYCLES</b>	<b>12</b>
<b>BUS CODE OF CONDUCT</b>	<b>12</b>
<b>CANDY, GUM, BEVERAGES, FOOD</b>	<b>13</b>
<b>CHEATING</b>	<b>13</b>
<b>CO AND EXTRACURRICULAR CODE</b>	<b>13</b>
Eligibility for Participation	14
Academics	14
Miscellaneous	15
Behavior Rules	16
Social Media Policy (Athletic and/or Non-Athletic)	18
Behavioral Procedures	18
Behavior Council	18
Appeals Procedure	19
Extracurricular Code of Conduct (Athletes, Managers, Cheerleaders)	19
Sportsmanship & Attendance at DMS	20
<b>CONTRIBUTIONS AND GIFTS</b>	<b>21</b>
<b>CREDIT FOR HIGH SCHOOL COURSES COMPLETED IN MIDDLE SCHOOL</b>	<b>21</b>
<b>DANCE REGULATIONS</b>	<b>21</b>
<b>DISCIPLINARY CODE OF CONDUCT</b>	<b>21</b>
Understanding Our Graduated System of School Discipline	21
What is a Graduated Discipline System?	21
Key Principles	21
Citizenship	22
Violations of Student Conduct	22

Possible Corrective Actions	26
<b>DISMISSAL</b>	<b>27</b>
<b>DRESS CODE - STUDENT APPEARANCE</b>	<b>27</b>
<b>ELECTRONIC DEVICE (CELL PHONE) NOTICE</b>	<b>29</b>
<b>ELECTRONIC INFORMATION, SERVICES, AND NETWORKS</b>	<b>30</b>
<b>EMERGENCY DRILLS</b>	<b>30</b>
<b>FOOD SERVICE</b>	<b>30</b>
<b>GRADE CARDS</b>	<b>31</b>
<b>GRADING SCALE</b>	<b>31</b>
<b>GUIDANCE</b>	<b>32</b>
<b>HALLWAY PROCEDURES</b>	<b>32</b>
<b>HONORS AND HIGH ABILITY PROGRAMMING</b>	<b>32</b>
DMS High Ability Programming	32
<b>HONOR ROLL</b>	<b>33</b>
<b>IN-SCHOOL SUSPENSION/STUDENT ASSIGNED PLACEMENT GUIDELINES</b>	<b>33</b>
<b>INTRAMURALS and CLUBS</b>	<b>34</b>
<b>LOCKERS AND DESKS</b>	<b>34</b>
Statement of Policy	35
Search and Seizure	37
<b>LOST AND FOUND</b>	<b>38</b>
<b>MCKINNEY-VENTO HOMELESS CHILDREN AND YOUTH PROGRAM</b>	<b>38</b>
<b>PEST CONTROL AND USE OF PESTICIDES – Board Policy 8432</b>	<b>38</b>
<b>PETITIONS</b>	<b>39</b>
<b>PHYSICAL EDUCATION EXCUSES</b>	<b>39</b>
<b>POSTING OF MATERIALS</b>	<b>39</b>
<b>PROGRESS REPORTS</b>	<b>39</b>
<b>PROMOTION, PLACEMENT, AND RETENTION (Board Policy 5410)</b>	<b>39</b>
<b>SPEECH AND EXPRESSION FREEDOMS</b>	<b>40</b>
<b>STUDENT COUNCIL</b>	<b>41</b>
<b>STUDENT MEDICAL CONDITIONS, DISEASES, AND MEDICATIONS</b>	<b>41</b>
<b>STUDENT SUPERVISION</b>	<b>46</b>
<b>STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY</b>	<b>46</b>
Corporation-Issued Student Email Account	48
Unauthorized Email	49
Chromebook Responsible Use Guidelines	49
<b>TEAM NAME, COLORS &amp; SONG</b>	<b>52</b>
Team Name	52
School Colors	52
School Song	52
<b>TELEPHONES, WIRELESS DEVICES AND PERSONAL COMMUNICATION DEVICES</b>	<b>52</b>
Use of School Telephones	52
Wireless Devices and Personal Communication Devices	52
<b>VIDEO SURVEILLANCE – BOARD POLICY 7440</b>	<b>53</b>
<b>VISITORS AND VOLUNTEER</b>	<b>53</b>

<b>WEATHER ANNOUNCEMENTS</b>	<b>53</b>
<b>WELLNESS POLICY</b>	<b>54</b>
<b>WITHDRAWAL</b>	<b>54</b>
<b>DMS DAILY SCHEDULES</b>	<b>55</b>

**DeKalb Central Administration Staff****DeKalb Central School Board**

Steve Teters	Superintendent	Valerie Armstrong
Tony Baker		
Loraine Vaughn	Assistant Superintendent	Katie Pfister    Tony
Oneal		
Mark Rohm	Chief Financial & Operations Officer	Greg Lantz
Danielle Mazur	Director of Transportation	
Aubrey Gough	Director of Food Services	
Craig Jones	Director of Technology	
Matt Vince	Director of School Facilities	

**Administration****Email****Phone**

Carrie Wischart	Principal	
cwischart@dekalbcentral.net		3060
Justin Rentschler	Associate Principal	
jrentschler@dekalbcentral.net		3064
Zachary Wampler	Associate Principal	
zwampler@dekalbcentral.net		3140

**Athletic Director****Email****Phone**

Zachary Wampler	Athletic Director	
zwampler@dekalbcentral.net		3140

**Counselors****Email****Phone**

Tricia Sutton	6th/ Head of Guidance	
tsutton@dekalbcentral.net		3155
Ashley Freels	7 <sup>th</sup> Grade/Guidance	
afreels@dekalbcentral.net		3058
Brooke Griggs	8 <sup>th</sup> Grade/Guidance	
bgriggs@dekalbcentral.net		3059

**Secretaries****Email****Phone**

Nancy Brown		
nbrown@dekalbcentral.net		3075
Erika Jordan		
ejordan@dekalbcentral.net		3050
Drea Parker		
aparker@dekalbcentral.net		3041
Andrea Haskins		
ahaskins@dekalbcentral.net		3040

**School Resource Officer****Email Phone**

Cody Brown		
cobrown@dekalbcentral.net		1087

<b>Cafeteria</b>	<b>Email</b>	<b>Phone</b>
	Robyn Close, Mgr. rclose@dekalbcentral.net	3118

<b>School Nurse</b>	<b>Email</b>	<b>Phone</b>
Kristy Karnes kkarnes@dekalbcentral.net		3055

## DeKalb Middle School

**Welcome to DeKalb Middle School!** We are so excited to welcome you to a new school year filled with opportunity, growth, and connection. At DMS, you belong. Our school is a place where every student is valued, supported, and encouraged to become their very best. As a Baron, you will develop the skills of critical thinking, collaboration, adaptability, perseverance, empathy, integrity, and communication—qualities that will guide your success not only in school, but in life. Remember, you are not alone on this journey. Our administrators, teachers, staff members, guidance counselors, and office personnel are all here to support you every step of the way. Let's make it a great year together!

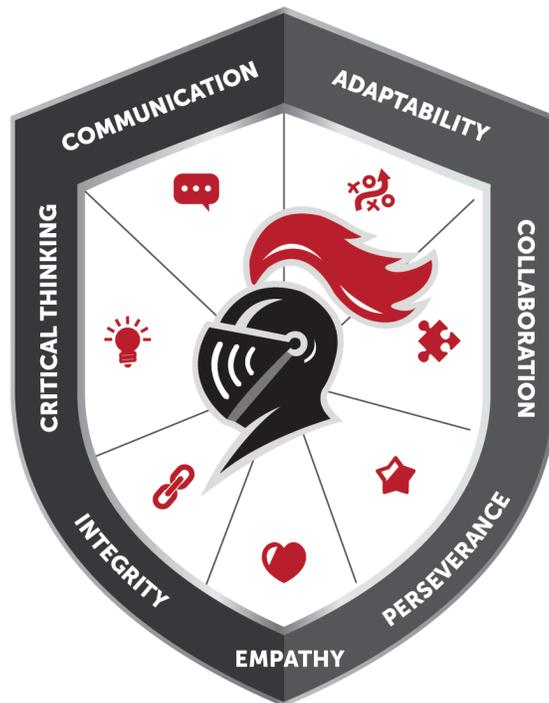
### OUR VISION

Preparing students today for the world of tomorrow.

### OUR MISSION STATEMENT

The mission of DeKalb Middle School is to develop students as critical thinkers, communicators, and collaborators who can adapt and persevere with empathy and integrity in an ever-changing world.

## PORTRAIT OF A BARON GRADUATE



## **ANNUAL FEDERAL NOTICES**

### **Boy Scouts Access to Schools**

Under the Boy Scouts Act, no such public school, LEA or SEA that provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society, that wishes to meet at the school.

### **Nondiscrimination and Equal Employment Opportunity**

DeKalb County Central United School District Policy #1422

The School Board does not discriminate on the basis of race, color, national origin, sex (including gender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information, or any other legally protected category (collectively, "Protected Classes") in its programs and activities, including employment opportunities.

### **Parental Involvement Policy**

DeKalb County Central United School District, in its efforts to meet the requirements of Every Student Succeeds Act (ESSA), agrees to enlist the help of parents in creating a learning environment that promotes academic excellence and supports parental involvement. The District is committed to establishing and honoring the following policies:

The school will convene two (2) annual Title I meetings during the first quarter of the school year. For the most part, meetings and parent/teacher conferences will be scheduled to accommodate the needs of both working and non-working parents.

During the Title I meeting, parents will be informed of their rights as well as the requirements for meeting the mandates of the federally-funded Title I Program. Copies of the School-Parent Compact will be distributed during this meeting.

Parents will be selected and encouraged to participate in each school's School Improvement Committee and Parent Group meetings. Parents and staff will be asked to annually review the following policies/plans:

Parent Involvement Policy  
Strategic Plan  
School Wide Plan and/or School Improvement Plan  
Parent-School Compact

Parent feedback is solicited regarding parental involvement activities during each family event, parent group meetings, and with an annual survey.

Parents will be provided timely information regarding the District's Title I, A programs, descriptions and explanations of the learning curriculum in use, form/types of academic assessments used to measure student progress along with the proficiency levels students are expected to meet.

### **Student/Parent Rights with Respect to Students Records Under FERPA**

Under FERPA (Family Educational Rights and Privacy Act), both parents and eligible students have the right to access and review their student's education records, request amendments to inaccurate information within those records, and generally control the disclosure of personally identifiable information from those records, with the rights transferring to the student once they reach 18 or attend a postsecondary institution; however, parents may still retain access in certain situations where the student is claimed as a dependent for tax purposes.

## **Directory Information**

Each year the Superintendent shall provide public notice to students and their parents of the Corporation's intent to make available, upon request, certain information known as "directory information". Student directory information includes a student's name, address, date and place of birth, email address, major field of study, grade level, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, type of diploma awarded, awards received, honor rolls, scholarships.

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within ten (10) days after receipt of the Superintendent's annual public notice.

Directory information shall not be provided to any organization for profit-making purposes. The Superintendent may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational options.

## **Protection of Pupil Rights Amendment (PPRA) Notice/Consent/Opt-Out for Specific Education Activities**

The Protection of Pupil Rights Amendment (PPRA) is a federal law that governs the administration to students of a survey, analysis, or evaluation within certain parameters.

As used in this notice, the term "Survey" means any survey, personal analysis, or evaluation which is not directly related to academic instruction and that reveals or attempts to affect the students' attitudes, habits, traits, opinions, or feelings concerning the following subjects:

- Political affiliations(s);
- Religious beliefs or practices;
- Mental or psychological conditions that may embarrass the student or his/her family
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom a student has a close, family relationship;
- Legally-recognized privileged or confidential relationships, including a relationship with a lawyer, physician, or minister;
- Income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program).

No student shall be required to submit to a survey without the prior written consent of the student's parent or guardian or the prior consent of the student if the student is an adult or an emancipated minor. Any form used to obtain such consent must state the contents and nature of the survey.

Note that voluntary surveys or surveys directly related to instruction do not require the same prior consent as those described above.

## **ACADEMIC INTERVENTIONS**

Students who fail one or more classes during a nine-week grading period or who are demonstrating a lack of growth and achievement as measured by ILEARN, ILEARN Checkpoints, benchmarking data, classroom assessments, and teacher observations, may be assigned one or more academic interventions. Most interventions will take place during the school day and may result in a student losing an elective in order to receive remediation. Some interventions may take place after school on a voluntary basis. Students will be assigned on a case-by-case basis. Student placement in interventions will be made by the school's data team (MTSS TEAM) on a monthly basis. Possible interventions include but are not limited to the following: Learning Lab, SST (Student Success Time) help, and after-school study tables. Students assigned to an intervention

during the school day will be required to satisfactorily complete the intervention as measured by student grades and other data (ILEARN, ILEARN Checkpoints, classroom assessments, teacher recommendation.)

### **ATTENDANCE (STUDENTS)**

The DeKalb County Central United School District Board of Trustees recognizes that the presence of students in the classroom enables them to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for students to excel.

Pursuant to Indiana Code 20-33-2-3.2, “attend” means to be physically present: (1) in a school; or (2) at another location where the school’s educational program in which a person is enrolled is being conducted; during regular school hours on a day in which the educational program in which the person is enrolled is being offered.” This guideline would include days when virtual learning or eLearning must be implemented in lieu of being physically present.

#### **Habitual Absence**

Under Indiana Code 20-33-2-25, “Superintendent or an attendance officer having jurisdiction **shall** report a child who is habitually absent from school in violation of this Indiana Code to an intake officer of the DeKalb County Juvenile Court or the Indiana Department of Child Services.”

Indiana Code 20-20-8-8 defines **habitual truancy** to include students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school.

Any student who is eligible to apply for and/or receive a learner’s permit or driver’s license and who are determined to be a habitual truant per the definition above, are subject to Indiana law, which provides that any person who is determined to be a habitual truant cannot be issued a learner’s permit or driver’s license until the age of 18 years, or until the student’s attendance record has improved as determined by the school principal upon review of the student’s record of at least once per school year. The school principal may report to the Indiana Bureau of Motor Vehicles of a student’s status of habitual truant.

A student who has been designated as a **Habitual Truant** may not be allowed to participate or continue to participate in extracurricular and/or co-curricular activities.

#### **Chronic Absenteeism**

The Indiana Department of Education defines **chronic absenteeism** as students absent (excused and unexcused) from school for ten percent (10%) which is 18 days or more of a school year for any reason.

#### **Attendance Limits**

If a student accumulates ten (10) unexcused absences from school during a semester, the student and parent will be referred to the Attendance Officer for appropriate action. Absences due to a disciplinary suspension will **not** count toward the ten-day limit.

Absences are classified into three categories:

- Excused
- Exempt
- Unexcused

#### **Excused Absences**

Excused absences are defined as absences that the school district regards as legitimate reasons for being out of school. These include:

- Illness verified by a phone call, email, or a written note from the parent/guardian

- Illness verified by note from a healthcare provider:
  - a licensed Indiana physician (M.D. or D.O.)
  - an advanced practice provider (nurse practitioner or physician assistant under a physician's supervision)
- Family funeral (death in the immediate family or of a relative)
- Maternity
- Military connected families (e.g. absences related to deployment and return)
- Professional appointments
  - Parents are encouraged to schedule medical, dental, legal, and other necessary appointments outside of school hours. (i.c. during scheduled school breaks)
  - When appointments are necessary during school hours, the student shall report back to school immediately following the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- Observation or celebration of a bona fide religious holiday
- Required court attendance (documentation may be required)
- Head lice (first day only)
- Immunizations (first day only)
- Any educationally related non-classroom activities that meet the following conditions:
  - Are consistent with and promote the educational philosophy and goals of the school corporation and the state board;
  - Facilitate the attainment of specific educational objectives;
  - Are a part of the goals and objectives of an approved course or curriculum;
  - Represent a unique educational opportunity;
  - Cannot reasonably occur without interrupting the school day
    - Students who wish to be excused from school for vacations or other planned absences must submit a form, signed by all teachers and the parent/guardian, two full days before the first of such absence to enable schoolwork to be made up for credit. All absences of this nature count toward the ten-day limit. The parent/guardian should contact the school personally to arrange for such absences.

### **Parent Notification**

In the case of an absence due to a doctor's appointment or illness, for which the student is under the care of a physician, the student must present a signed and dated note from the physician's office to verify the absence.

IC 20-33-2-18: If a parent of a student does not send the student to school because of the student's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the illness or incapacity for an attendance officer not later than six (6) days after the certificate is requested by the school. The certificate required under this law must be signed by:

- An Indiana physician;
- An individual holding a license to practice osteopathy or chiropractic in Indiana; or
- A Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

### **Exempt Absences**

Under certain circumstances, the law requires the school to authorize the absence and excuse of a student: (Note: Proper documentation may be required.)

- Serving as a page or honoree of the General Assembly;
- Serving on the precinct election board or as a helper to a political candidate or part on the day of a municipal, primary or general election;
- When subpoenaed to testify in court;
- Serving with the National Guard for no more than 10 days;
- or serving with the Civil Air Patrol for up to 5 days;
- The student is approved for an educationally related non-classroom activities;
- The student or a member of the student's household exhibits or participates in the Indiana State Fair or the DeKalb County Fair for educational purposes.

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 absences**.

### **Intervention Procedures**

Schools are required to meet with parents of students who miss five days of school within a 10-week period without a qualifying excuse.

- Upon a student's 5th unexcused absence from school within a 10-week period, the student's parent/guardian will be notified in writing of their child's absences.
- When the student has accumulated seven (7) unexcused absences, a parent conference will be requested by the school and parents will be required to attend an in-person attendance review meeting at their child's school.
  - This in-person meeting will provide an opportunity to discuss and establish a plan to improve not only a student's attendance, but other areas pertaining to the student such as grades, homework, participation, and/or anything else that might assist the parent/guardian, student and the school in assuring that the student receives appropriate services and support moving forward.
- After a student has reached the ten-day limit, a violation will occur upon the next unexcused absence. This violation will result in a mandatory meeting of the parent and student with the school's attendance officer.

Schools will also be required to meet with parents of students who are chronically absent (18 absences - excused/unexcused).

- Upon a student's 18th absence from school (excused or unexcused) the parent/guardian will be notified in writing of their child's absences and will be required to attend an in-person attendance review meeting at their child's school.
  - Again, this in-person meeting will provide an opportunity to discuss and establish a plan to improve not only a student's attendance, but other areas pertaining to the student such as grades, homework, participation, and/or anything else that might assist the parent/guardian, student and the school in assuring that the student receives appropriate services and support moving forward.

### **Makeup Work**

Whenever a student is absent, the student/parent(s) are encouraged to check Google Classroom to see what was missed. Students must make up all work missed due to an absence. It is the student's responsibility to arrange for making up the work. As a rule, the student will have the same number of days to make up the work missed as the length of the absence. In the case of a planned absence, the arrangements to determine when the work will be due should be made before the absence. Extended illness shall be handled on an individual basis.

### **Tardiness**

- a. Any student who arrives late to school must report to the office to sign in and receive a pass to class.
- b. Administrators may assign a detention when students are tardy in excess of five (5) times per quarter.

### **Early Dismissal**

If you have a need for an early dismissal from school, you must present a note from your parents stating the request. This note is to be presented at the office **before** school starts in the morning. Your parents will need to report to the office for you.

A student who is not present when school begins must sign in by 10:30 a.m. to receive credit for a full day of attendance. A student who needs to leave before school is dismissed for the day must not sign out before 1:30 p.m. to receive full credit for a full day of attendance.

## **BARON PARENT ORGANIZATION MISSION STATEMENT**

As volunteer parents and guardians of DeKalb Middle School students, the Baron Parent Organization works closely with the administrators, teachers, and members of our community to provide all Barons with opportunities for individual development by supporting academic and social activities throughout the school year. We believe our existence supports our school and its mission, thereby creating a positive middle school experience for our children.

### **BICYCLES**

Students' bicycles should be parked in the appropriate designated areas in front of Door 1 (Main Entrance). Students are to obey all appropriate safety rules. Keep in mind that you should respect other people's property. Students who repeatedly violate the rules will lose their privilege of riding their bicycles to school. **Students are not permitted to ride personal, motorized vehicles to school.**

### **BUS CODE OF CONDUCT**

1. Students need to arrive 5 minutes prior to the scheduled pick-up time.
2. Boarding the bus: Students need to approach the bus from the right front and wait until the driver signals it is safe to board the bus in single file.
3. Leaving the bus: Students should carefully exit in a single file line and are not to cross the road in FRONT of the bus until AFTER receiving a signal from the driver.
4. Students will be respectful to the driver and follow all directions. Remember, the driver's primary concern is the safety of all students.
5. Students are not allowed to:
  - a. Extend any part of their body out of the bus window.
  - b. Throw anything out of the bus window.
  - c. Use profanity.
  - d. Stand up or change seats while the bus is in motion.
  - e. Eat, drink, or chew gum unless approved by the driver.
  - f. Physically or verbally abuse anyone while on the bus or at the bus stop.
  - g. Ride another bus other than the assigned bus without prior permission from the school or the transportation department (260-920-1171). Transportation request form must be completed and approved.
  - h. Board or leave the bus, except at the designated bus stop, without written approval from the building administrator.
  - i. Students are not to bring any unsafe or large objects on the bus. This includes, but is not limited to, skateboards and school projects which could endanger other students in an emergency.
  - j. Students are not to use electronics, cell-phones, IPOD's, MP3 players etc. while riding on the bus unless given approval by the bus driver. This includes the wearing of head-phones.
6. Students should be quiet when the bus approaches any railroad crossing.
7. Students should maintain a reasonable noise level so that the driver can concentrate on driving the bus.
8. Vandalizing or damaging the school bus will result in students/parents being charged for repairs or replacement.
9. Pick up and drop off locations are assigned by the transportation department and may not be changed without their permission.
10. Students should seat themselves immediately upon entering the bus.
11. DeKalb Central board policy requires that students wear seatbelts when on a school bus equipped with seatbelts. Seatbelts must remain on until the bus stops at the individual student's drop-off location.

- 12. Bus drivers have the right to assign seats to some or all students.
- 13. No windows or doors will be opened or closed except by permission from the bus driver.

**CANDY, GUM, BEVERAGES, FOOD**

We need everyone's assistance in maintaining a clean and healthy environment at DMS. Homemade food items are NOT to be distributed to students at school (District Policy). Food and drink items meant for classroom consumption as part of a celebration, activity, project, etc. must be accompanied by an ingredient label. Gum and candy are allowed at the discretion of the classroom teacher. Water is allowed, but must be kept in a container with a secure lid. Outside food and beverages can only be consumed in the cafeteria before school or after lunch. These items should not be brought to class or carried through the hallways.

NOTE: If a teacher gives permission for treats or candy on special occasions or as incentives, arrangements should be made with the teacher to store items brought to school.

**CHEATING**

Students found to be cheating on school assignments, quizzes, tests, and/or projects will be required to complete alternative assignments, quizzes, tests, and/or projects to ensure mastery of course objectives and state standards. Credit for the assignment will be given based on level of student mastery. Students found to be cheating may also have disciplinary consequences.

**CO AND EXTRACURRICULAR CODE**

***Grades 6-12***

**Purpose of Code:** To provide DeKalb Central students (grades 6-12) with consistent guidelines set up to govern DeKalb's co and extracurricular programs. Co and Extracurricular participants representing DeKalb Central must exemplify high standards of moral integrity, good sportsmanship, and all things conducive to developing strong character, both in and out of school. The DeKalb Central Student Co and Extracurricular Code is in addition to the DeKalb Central Code of conduct. This code applies from the first day of summer vacation to the last day of school.

**GROUPS that are to be governed by this behavior code are:**

- |                 |                         |                               |
|-----------------|-------------------------|-------------------------------|
| Athletic Groups | Non-Athletic Groups     | Managers                      |
| Cheerleaders    | Music Groups            | Academic Teams                |
| Athletes        | Speech and Debate Teams | Other Teams and Organizations |

Below is a new law for high school students. ALL middle school students have received the information with their sports physical form, but do not need to sign and return.

**A. HEAD CONCUSSION – NEW LAW (IC 20-34-7)**

**A new law “Student Athletes: Concussions and Head Injuries” (IC 20-34-7) will be in place for the 2023-24 school year. The law requires that each year, before beginning practice for an interscholastic or intramural sport, a high school student athlete and the athlete’s parents must be given an information sheet, and both must sign and return a form acknowledging receipt of the information to the student athlete’s coach. The law further states that a high school athlete who is suspected of sustaining a concussion or head injury in a practice or game, shall be removed from play at the time of injury and may not return to play until the student athlete has received a written clearance from a licensed health care provider trained in the evaluation and management of concussions and head injuries.**

Concussions and Head Injuries (IC 20-34-7) Pursuant to IC 20-34-7 parents and students must be informed of the risks and symptoms in connection to concussions and head injuries. Parents/Students must sign forms

acknowledging the receipt of said information. This is to apply to all interscholastic and intramural sports (IC-20-34-7-3).IC 20-34-7-4

Player suspected of sustaining concussion or head injury; removal from play; prohibition against returning to play Sec. 4. A high school student athlete who is suspected of sustaining a concussion or head injury in a practice or game:

- (1) shall be removed from play at the time of the injury; and
- (2) may not return to play until the student athlete has received a written clearance under section 5(a) of this chapter.

As added by P.L.144-2011, SEC.1.

## **Eligibility for Participation**

In order to participate in extracurricular activities at DeKalb Middle School, the prospective student must meet the following requirements:

a. **Must** have a physical on file in the Athletic Director's office on Final Forms. We do not take physical paperwork at the office level. This includes the signed physical, signed consent and release form, signed concussion and sudden cardiac arrest form, and a signed code of conduct (for athletic participation only).

- IHSAA Rule 3-10 requires that "Between April 1 and student's first practice in preparation for interschool athletic participation, the student shall have a physical examination by, or shall provide certification from, a physician holding an unlimited license to practice medicine, a nurse practitioner or a physician assistant, who shall clear the student for athletic participation using the current IHSAA Pre-Participation Evaluation form."
- DMS will require all student athletes to have a physical on file before any participation can occur including summer workouts, conditioning, practices, school related camps, tryouts, completions, etc. Athletes must also have on file the Head Concussion Acknowledgement and Signature Form to be signed by both the student athlete and athlete's parents. **All forms must be accepted and acknowledged on our platform, Final Forms.**

## **Academics**

1. Students must be in attendance by **11:15am** of the current school day in order to participate in a co or extracurricular activity, whether it is practice, competition or performance. Exceptions to this may be approved by the Administration.
  - a. Any athlete that leaves school throughout the day to attend an appointment must return immediately after the appointment with a signed doctor's note. Parent/guardian must contact the athletic director to explain potentially lengthy appointments PRIOR to the date of said appointment and seek administrative approval to participate in co or extracurricular activities later that same day.
2. Students must earn passing grades in six (6) out of seven (7) of their classes in order to have full eligibility in their extracurricular activity. Students failing more than two (2) out of seven (7) of their classes will be suspended from the team for the remainder of the season. Grade checks will occur two weeks after the first official practice/tryout of each team's season and then every two weeks after that until the end of the season. Should a student not be passing six (6) out of seven (7) of their classes the following steps will occur:
  - a. If the student is not passing six (6) out of seven (7) classes, they will be placed on academic probation. The student is no longer eligible to participate in practices or competitions until the next grade check (see above) has occurred. If grades have improved at the next grade check, the student will be eligible to participate fully in their chosen activity.
  - b. If at the end of the 2 weeks (based on the two weeks on probation) the student is not passing six (6) out of seven (7) of their classes they will be suspended from the team for the remainder of the season.

- c. **Students must be passing five (5) out of seven (7) of their classes at either the mid-term or the end of the quarter to participate in tryouts for cut sports, or participate in practices for non-cut sports.**

## Miscellaneous

1. Athletes must comply with appropriate age requirements:
  - a. 7<sup>th</sup> grade – A student who is or shall be fifteen prior to or on the scheduled date of the last contest in a sport should be ineligible for athletic competition in that sport. Unless otherwise approved by the administration AND the NE8 conference.
  - b. 8<sup>th</sup> grade – A student who is or shall be sixteen prior to or on the scheduled date of the last contest in a sport should be ineligible for athletic competition in that sport. Unless otherwise approved by the administration AND the NE8 conference.
2. Dress Code for practices, open facilities, competitions and any other team activities:
  - a. All athletes are expected to wear shirts at all times. Sports bras worn without a shirt, sweatshirt, or jacket are not acceptable attire for any team or individual athletic activities.
3. Student Athletes are permitted to participate in only one sport each athletic season.
4. Coaches of individual sports may create standards, expectations, team rules, and other requirements beyond those listed in the student handbook that he/she deems necessary to manage his or her team. These “coaching decisions” will be made at the discretion of the coach. Parents and players that have questions about these coaching decisions should follow the outlined communication process discussed at the preseason meeting.
5. After school academic responsibilities and commitments (Concerts, musical, study tables, etc.) supersede athletic competitions and practices.

## **Behavior Rules**

Participants are expected to abide by all behavior rules year-round.

### **MINOR/GENERAL INFRACTIONS**

1. Dealt with at the discretion of coach and possibly athletic director as well as parent contact

### **CORRECTIVE ACTION (ATHLETIC)**

1. First Offense: Coach corrects the matter in house alongside the parents
2. Second Offense: Athletic director will work alongside coach and parents to resolve the matter. Athletic director reserves the right to add, or modify additional disciplinary action depending on circumstances.

### **CORRECTIVE ACTION (NON-ATHLETIC)**

1. Repeated offenses: Students may be suspended up to but no more than 2 games at the discretion of the athletic director.

## **TOBACCO USE OR POSSESSION OF TOBACCO**

Description as stated in Code of Conduct item #12.

### **CORRECTIVE ACTION (ATHLETIC)**

1. First offense: Suspension for 20% of total regular season, must practice with organization, if applicable, be present with team at contests, and forfeit all school awards in organization of occurrence i.e., letters, patches, numerals, jackets, and chevrons.
2. Second offense: The second violation of any behavior rule involving tobacco use or possession will result in suspension from all extracurricular organizations for a full calendar year from date of second offense. The athlete suspended for a second offense is barred from attending any DeKalb athletic contest, or school activity, home or away, while suspension is in effect. Participants may tryout and practice for/with the team or organization during the season in which his/her eligibility returns (at the discretion of the coach/director/sponsor). If a student is allowed to tryout or practice with a team/organization/performing group he or she will be allowed to attend only events and competitions of that organization until the end of the 365 day suspension.

### **CORRECTIVE ACTION (NON-ATHLETIC)**

1. First offense: suspension for three consecutive contest days including inter-scholastic performances, contests, or meetings. If applicable, must practice with the organization, must be present with a group at performances if desired by the leader, and forfeit all school awards in the organization of occurrence.
2. Second offense during that school year: the second violation of any behavior rule involving tobacco use or possession will result in suspension from all co or extracurricular organizations for a full calendar year from the date of second offense. The participant suspended for a second offense is barred from attending any DeKalb athletic contest, or school activity, home or away, while suspension is in effect. Participants may try out and practice for/with the team or organization during the season in which his/her eligibility returns (at the discretion of the coach/director/sponsor). If a student is allowed to try out or practice with a team/organization/performing group he or she will be allowed to attend only events and competitions of that organization until the end of the 365 day suspension.

## **POSSESSION/USE OF ALCOHOLIC BEVERAGE**

(Description as stated in Code of Conduct Items 10)

### **CORRECTIVE ACTION (ATHLETIC)**

1. First offense: contest suspension for 30% of total regular season content, must practice with organization or team, if applicable be present with group at contest, and forfeit all school awards in sport of occurrence, i.e., letters, patches, numerals, and chevrons.
2. Second offense: the second violation of any behavior rule involving alcohol will result in suspension from all co or extracurricular organizations for a full calendar year from the date of second offense. The participant suspended for a second offense is barred from attending any DeKalb athletic contest, or school activity, home or away, while suspension is in effect. Participants may try out and practice for/with the team or organization during the season in which his/her eligibility returns (at the discretion of the coach/director/sponsor). If a student is allowed to tryout or practice with a team/organization/performing group he or she will be allowed to attend only events and competitions of that organization until the end of the 365 day suspension

### **CORRECTIVE ACTION (NON-ATHLETIC)**

1. First offense: suspension for four consecutive contest days including interscholastic performances, contests or meetings within that organization; must practice with organization, if applicable, just be present with group at performances if desired by leader, and forfeit all school awards in organization of occurrence.
2. Second offense during that school year: the second violation of any behavior rule involving alcohol will result in suspension from all co or extracurricular organizations for a full calendar year. The participant suspended for a second offense is barred from attending any DeKalb athletic contest, or school activity, home or away, while suspension is in effect. Participants may try out and practice for/with the team or organization during the season in which his/her eligibility returns (at the discretion of the coach/director/sponsor). If a student is allowed to try out or practice with a team/organization/performing group, he or she will be allowed to attend only events and competitions of that organization until the end of the 365-day suspension.

## **POSSESSION/USE OF DRUGS OR DRUG PARAPHERNALIA**

(Description as stated in Code of Conduct Items 10 and 11) - (Athletic and/or Non-Athletic)

### **CORRECTIVE ACTION**

1. First offense during that school year: suspension from all extracurricular organizations for one calendar year from the date of the offense. The participant suspended for a second offense is barred from attending any DeKalb athletic contest, or school activity, home or away, while suspension is in effect. Participants may tryout and practice for/with the team or organization during the season in which his/her eligibility returns (at the discretion of the coach/director/sponsor). If a student is allowed to try out or practice with a team/organization/performing group he or she will be allowed to attend only events and competitions of that organization until the end of the 365 day suspension.

**D. Other Violations**, including but not limited to: hazing of any kind, disrespect or insubordination towards any coach or instructor (hereinafter referred to as Leader), event official, or school administrator, acts of delinquency (including but not limited to, theft, vandalism, harassment, or any other conduct that is not in accord with the law), committing a felony or misdemeanor, **violations of Student Conduct Code (See Student Discipline Code of Conduct)** or violation of any IHSAA regulation. Acting in a manner that brings embarrassment or shame to yourself and/or your school, or that negatively impacts the reputation of yourself or your school. Examples of such conduct include any illegal activity; any non-illegal activity that is lewd, vulgar, obscene, indecent, or that portrays sexual conduct done in a manner whereby the community

learns of such activity; or any activity that degrades, demeans, or disparages any coach, activity sponsor, school official or student.

### **CORRECTIVE ACTION (Athletic and/or Non-Athletic)**

(Depending upon the seriousness of act and number of violations). Decision to be made by the athletic director and/or administrator. Efforts will be made to have input from the coach/sponsor. Coach/sponsor may institute and enforce rules and corrective actions more stringent than stated herein upon approval of the administration. If the coach/sponsor imposes more stringent rules on his/her organization, those rules should be communicated to the organization members, in writing. The coach/sponsor may **NOT** introduce or enforce rules or corrective actions less stringent than is provided within this code. All school awards in the organization are forfeited.

### **Social Media Policy (Athletic and/or Non-Athletic)**

Student-athletes are responsible for information contained in written or electronic transmissions (e.g. email, text, social media, apps) and any information posted on a public domain (e.g. internet, chat room, blogs, Facebook, You Tube, Twitter, Tik-Tok, Instagram, Snapchat, etc.). Inappropriate or embarrassing information or pictures should not be posted in any public domain. Student-athletes are not precluded from participating in such online social networks; however, student-athletes should be reminded that they serve as representatives of their team, the athletic program and DeKalb Central Schools. Texting, tweeting and uses of other social networks to disparage or criticize the team, others students, opponents, coaches or other school personnel is inappropriate behavior and unbecoming of a DeKalb student-athlete. Any individual identified on a social networking site which depicts illegal or inappropriate behavior, due to the athletic handbook or other student handbook policy, will be considered in violation and subject to athletic discipline or suspension per policy guidelines.

### **CORRECTIVE ACTION (Athletic and/or Non-Athletic)**

1<sup>st</sup> violation – one game suspension.

2<sup>nd</sup> violation – dismissal from the current Athletic team/program/extracurricular activity.

### **Behavioral Procedures**

Any alleged violation will result in the following:

- A. Administrator/athletic director shall hold a meeting with the student directly involved in the completion of the investigation of the alleged violation (this does not include weekends or holidays).
- B. The individual(s) will be informed of alleged violation at the called meeting.
- C. A punishment, if warranted, will be determined by the administrator/athletic director.
- D. Parents will be notified of the action taken.

### **Behavior Council**

DeKalb High School and DeKalb Middle School shall have one Behavior Council.

The behavior council, for the purpose of athletic and non-athletic appeals, shall consist of a Hearing Officer as assigned in the same manner as school discipline proceedings and three (3) administrators designated by the Superintendent of DeKalb County Central United School District. The administrators shall be individuals who do not have administrative duties at the school where the participant attends. The school Hearing Officer shall oversee the appeal hearing but will not be a voting member of the panel. The Hearing Officer shall rule on all procedural matters.

The behavior council shall only overturn the initial discipline decision if it was demonstrated by clear and convincing evidence that it was arbitrary and capricious or there has been a procedural defect in the processing of the discipline decision. There is no further appeal past this Behavior Council decision.

**NOTE:** The school year begins with the first day of summer vacation and ends with the last day of school. The term of any behavior council shall be the same as one school year as defined above: Summer vacation to the end of the last day of school.

### **Appeals Procedure**

- A. If the parties do not agree with the action initiated by the administrator/athletic director, they have a right to appeal to the Behavior Council. The following format will be followed:
1. Upon receipt of the notification of the findings, the parents have five (5) school days to contact the associate principal/athletic director (or designee), in writing, requesting or hearing.
  2. The Hearing Officer will preside at the hearing.
  3. Those in attendance will be the Behavior Council members, administrator/athletic director, coach/sponsor, parents, and participant.
  4. The appeals hearing will follow the procedures used for student due process and discipline.
  5. The Behavior Council will vote to determine the action to be initiated and notify the associate principal or designee in writing within 24 hours of the hearing. The associate principal or designee will notify the students and parents within 48 hours after Behavior Council notification.
  6. All sanctions will remain in force pending the appeal and final decision.

### **Extracurricular Code of Conduct (Athletes, Managers, Cheerleaders)**

1. Eligibility – The Behavior council reserves the right to review an athlete's academic standing at the mid-term and eligibility for non-cut sports could be reinstated. This provision applies for those students who have no more than one failing grade in the last grading period. Reinstatement will be based on but not limited to the passing of all classes at the mid-term.
2. Behavior – Participating in athletics is a privilege given to a student by the school. The athlete's actions should be above reproach at all times. Any actions deemed improper will result in action taken by the coach, and/or the Athletic Director and/or the Athletic Council with respect to the degree of seriousness of the offense. Should a student be assigned ISS or OSS of any kind, that student will be ineligible to practice or compete during the term of the suspension. Students are still expected to attend practices and events and support his/her teammates.
3. Practice – All athletes must attend all practices unless they have a legitimate excuse. Two unexcused absences (as determined by the coach and/or administrator) will result in suspension from the squad for the remainder of the season for the sport in question. Any athlete who is absent from school for any part of the day due to reasons of illness will not be permitted to practice. All practices are closed to the public. This includes parents and guardians. Student-athletes that miss school sponsored team events in order to attend and participate in non-school sporting events (e.g. travel teams, club teams, Little League, etc.) shall be considered as unexcused for the purposes of this rule.
4. ILLNESS – ANY ATHLETE WHO IS ABSENT FROM SCHOOL FOR ANY PART OF THE DAY FOR REASON OF ILLNESS WILL NOT BE PERMITTED TO PRACTICE, PERFORM, OR PARTICIPATE IN THE SCHEDULED EVENT. Students absent from school for five (5) consecutive days because of illness, or who are physically unable to practice for five (5) consecutive days due to illness or injury, must present their coach a statement from a physician licensed to practice medicine that they are again physically fit to participate in interschool athletics.
5. Physical Education – All athletes, excluding managers, are required to participate in the physical education program as outlined in our regular student program. ANY ATHLETE WHO IS UNABLE TO PARTICIPATE IN HIS PHYSICAL EDUCATION CLASS ON THE DAY OF A GAME WILL NOT BE PERMITTED TO PARTICIPATE IN A GAME.

6. Physical Fitness – Each student, including cheerleaders, wishing to participate in the athletic program must be examined by a licensed physician to determine that he is physically able to do so. A signed statement must be on file in the Athletic Director's office before a student is permitted to participate. Managers are not required to have a physical.
7. Parent Permission and Insurance – Parents must sign statements to the effect that their child is participating in athletics with their consent and that they have adequate accident insurance before a student is permitted to participate.
8. Extracurricular Transfer Policy – Any student who has qualified and participated in an extracurricular activity at a previous school will have the opportunity to be considered for a DeKalb Middle School extracurricular position. Coaches and the school administration will work together to determine when a student has satisfactorily met the extracurricular requirements and is ready for competition. It will be the student's responsibility to notify the Athletic Director of previous extracurricular participation to determine award status.
9. Transportation – It is the parent/guardian's responsibility to ensure student-athletes are picked up from school after practices and events at a reasonable time. The school offers activity buses to facilitate transportation for students participating in after school events. Activity buses leave DMS at 4:30 on Mondays, Tuesdays, Wednesdays, and Thursdays. Activity buses also run Monday – Friday at 5:45. However, Activity buses do not run in the evenings after event/contest/performances are concluded. Parents and guardians are responsible for transporting students at a reasonable time after an event/contest/performance has concluded. Students demonstrating a pattern of being unable to secure timely transportation at the conclusion of events/contests/performances could be removed from future participation. Prior to removal, every effort will be made by the coaching staff and the athletic director to contact parents/guardians to work through transportation issues prior to making any final decisions regarding removal from future participation.

### **Sportsmanship & Attendance at DMS**

DMS students are encouraged to attend DeKalb Extra-Curricular Events for the purpose of showing support and solidarity for our Baron competitors. We want our students to have fun at events but also know there are limits and appropriate behavior must be stressed. We expect our teams to show pride in their abilities, have humility in their accomplishments and display great confidence without arrogance. Teams, coaches and fans are expected to exhibit the same characteristics in victory or defeat and show respect for all opponents, officials and other fans. DeKalb Middle School is committed to the concept that sportsmanship is an essential part of the educational mission in our school. DeKalb Middle School's Core Value of High Expectations include:

1. We will encourage DeKalb Athletes only and address only our athletes by name or number. We will not address opposing athletes in any way.
2. We will stay in the bleachers and off the playing surface at all times.
3. We will not interfere with warm-ups in any way by being close to the floor /field or touching a ball. If a ball comes into our area we will appropriately hand it to the team warming up.
4. We will stand respectfully during the visiting team's school song and the National Anthem.
5. We will not use noise makers of any kind including megaphones.
6. We will have theme nights. Theme nights must be approved by the athletic director at least 2 days prior to the game.
7. Costumes or attire that put down, make fun of or mock a perception related to a competing school or community will not be permitted.
8. Any behavior that detracts attention from athletic competition taking place and onto the student section will not be permitted.

We expect athletes who compete and students in attendance to:

1. Win without bragging
2. Lose without complaining or making excuses.
3. Treat opponents and referees with respect
4. Maintain self-control at all times

Failure to follow these guidelines may result in school discipline and/or removal from participating in extracurricular.

### **CONTRIBUTIONS AND GIFTS**

No contributions or gifts may be made by students or any class without permission from the administration.

### **CREDIT FOR HIGH SCHOOL COURSES COMPLETED IN MIDDLE SCHOOL**

Students enrolled at DeKalb Middle School have the opportunity to receive credit for high school courses which were completed while in middle school providing that the course(s) taken in middle school are equivalent to the high school course(s) and cover the same academic standards.

Guidelines:

- A REQUEST FOR CREDIT form must be obtained from the high school guidance office. Students must submit the request no later than by the end of their sophomore year.
- Grades will be counted toward the student's grade point average and class rank throughout high school.
- Grades cannot be removed at a later date unless the student opts to retake the same class to improve upon the current grade.
- Math courses taken in middle school do not reduce the minimum number of math courses to be taken in high school in order to meet state requirements for a high school diploma.

### **DANCE REGULATIONS**

Only DMS students may attend dances. DMS students that attempt to bring non-DMS students to a dance will be removed from the dance. All student handbook rules apply while the student is at school. If a student leaves the dance, he/she may not return. Students may not leave dances prior to dismissal unless parental permission is provided. **Students not in attendance during the school day on the date of the dance will not be eligible to attend the dance.** Students with excessive behavior violations or who have accumulated more than 10 unexcused absences (Habitually Truant) or who have demonstrated chronic absenteeism (see attendance policy above) may not be permitted to attend dances until the student's attendance improves (Administrative decision). This will be determined by the grade level administrator.

### **DISCIPLINARY CODE OF CONDUCT**

#### **Understanding Our Graduated System of School Discipline**

At DeKalb Middle School School, we are committed to fostering a safe, respectful, and supportive learning environment for all students. To help maintain this standard, we have implemented a **graduated system of school discipline**. This approach is designed to guide students toward responsible behavior through clear expectations, consistent consequences, and opportunities for growth.

#### **What is a Graduated Discipline System?**

A graduated discipline system means that responses to inappropriate behavior increase in severity based on the nature, frequency, and impact of the behavior. Rather than using a one-size-fits-all approach, we tailor interventions to help students learn from their mistakes and make better choices moving forward.

#### **Key Principles**

- **Consistency:** All students are held to the same standards, and similar behaviors result in similar consequences.
- **Fairness:** Disciplinary actions take into account the context and individual needs of each student.
- **Progression:** Minor infractions may result in warnings or restorative practices, while repeated or more serious incidents may lead to detention, in or out-of-school suspension, or other consequences.
- **Support:** We aim to support students in correcting behavior through counseling, mentoring, parent involvement, and other resources.

We believe that discipline should be an opportunity for learning, not just punishment. Our goal is to help students understand the impact of their actions and develop the skills needed for personal and academic success.

The Board of School Trustees of the DeKalb County Central United School District has the legal responsibility for the school in which you are enrolled. The Board has set policies and has appointed administrators to carry policies out. Authority for such Board responsibility is included in IC 20-33-8.

The following types of student conduct shall be considered in violation of school rules when occurring and are statutory grounds for suspension and expulsion:

- 1) for engaging in misconduct and/or substantial disobedience, as defined by a school or school corporation's written student discipline rules that occurs:
  - a. on school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school;
  - b. off school grounds at a school activity, function, or event, or
  - c. traveling to or from school or a school activity, function, or event;
- 2) for engaging in unlawful activity on or off school corporation property, including times when school is not in session, if the unlawful activity may reasonably be considered to be an interference with school purposes or an education function or the student's removal is necessary to restore order or protect persons on school property (IC 20-33-8-15);
- 3) for possession of a firearm, destructive device, or deadly weapon at school or on school property (IC 20-33-8-16(d) and IC 20-33-8-16(f));
- 4) if the student does not have legal settlement in the attendance area of the school corporation in which the student is enrolled (IC 20-33-8-17)
- 5) for committing acts of bullying against other students in the school corporation by conduct or action or by use of electronic devices at any time (IC20-33-13.5).

In addition to the grounds listed previously, 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.

The rules contained in the code of conduct are in addition to our broad, discretionary authority to maintain safety, order and discipline inside the school zone. These rules support, but do not limit, our authority.

A copy of the Code of Conduct will be posted on our DMS website for students and parents to view.

### **Citizenship**

All good citizens are obligated to seek to maintain the safety and well-being of each other. Any student who becomes aware of a situation where someone could harm him or herself or others, or be harmed by someone else, should report it to a school official as soon as possible. Honesty is also a characteristic of a good citizen. School officials will take into account students' honesty when dealing with conduct code violations.

### **Violations of Student Conduct**

**1.DISRUPTION OF SCHOOL:** Subject to the lawful exercise of First Amendment Rights, participating in any activity which substantially disrupts or materially interferes with, or is likely to disrupt or interfere with any school function, activity, or purpose, or engaging in any activity forbidden by the laws of the State of Indiana which constitutes an interference with school purpose.

**2.THEFT OF SCHOOL OR PRIVATE PROPERTY:** Stealing or attempting to steal school or private property. Knowingly possessing, transmitting, selling or giving away of such property.

**3.EXTORTION/COERCION/INTIMIDATION/THREATS:** Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act. This includes, but is not limited to the possession of a threatening or intimidating statement in written or any other form which may intentionally or unintentionally come into another student's or staff member's possession.

**4.DAMAGE OF SCHOOL OR PRIVATE PROPERTY:** Causing, attempting to cause, or behaving in such a way that could cause damage to school property (**Chromebooks**, computers, etc.) or private property. This includes damage to a school employee's property.

**5.ASSAULT ON A SCHOOL EMPLOYEE:** Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a school employee. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself shall not, however, constitute a violation of this provision.

**6. MISTREATMENT OF SCHOOL AUTHORITIES:** Disrespectful and inappropriate behavior directed toward a supervisory adult. Students shall not disobey, disrespect or mistreat any DMS staff member, district employee or adult authority. Examples of behavior that would violate this behavioral expectation include, but are not limited to: Engaging in behavior such as, the use of profanity directed at a staff member, "walking away" (physically leaving when an adult is addressing the student:); "talking back" (responding or orally in a rude manner"; inappropriate gestures or actions which may be seen as rude or obscene; or any other behavior which may reasonably be considered disrespectful.

**7.PHYSICAL AGGRESSION/FIGHTING:** Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to another person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself shall not, however, constitute a violation of this provision.

**8. HARASSMENT/BULLYING/CYBER BULLYING:** Overt, unwanted, repeated acts or gestures, including verbal or written communications (including racially motivated hate speech) or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors including, that are committed by a student or group of students against another student or staff member 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:

1. places the targeted student in reasonable fear of harm to the targeted student's person or property;
2. has a substantially detrimental effect on the targeted student's physical or mental health;
3. has the effect of substantially interfering with the targeted student's academic performance; or
4. 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.

This includes harassment to a school employee or student during non-school hours which causes an interference with school purposes. Additionally, this includes "off-campus" speech including speech made through social media outlets (eg: Facebook, Instagram, SnapChat, email, texting, Yik-Yak, etc.) that creates actual or the probable likelihood of substantial disruption in the school. (IC 20-33-8-13.5 and IC 20-33-8-15.5(c)).

**Harassment may also include making FALSE ACCUSATIONS** ~ Spreading rumors about other students or staff that are damaging or potentially damaging to their reputations.

**9. FIREARMS, DEADLY WEAPONS, and DESTRUCTIVE DEVICES\*:** Knowingly possessing, using, handling, transmitting, or selling any explosive (including firecrackers), weapon, firearm, knife, or any object which could reasonably be considered a weapon, or is represented as a weapon. (IC 20-33-8-16(d) and IC 20-33-8-16(f)).

\*Federal and State law require a one calendar year expulsion for violations concerning certain types of firearms and explosive devices. The length of the expulsion may be reduced by the Superintendent if the

circumstances warrant such reduction. The Superintendent shall notify the county prosecuting office when a student is expelled under this law.

**10.DRUGS, OVER THE COUNTER MEDICATIONS, STIMULANT, INHALANTS, Oils, Herbs, CBD, etc. and ALCOHOLIC BEVERAGES/ UNDER THE INFLUENCE:** Possessing, using, transmitting, soliciting to acquire, agreeing to acquire, aiding in the sale, or being under the influence of any prescription drug, amphetamine, barbiturate, marijuana, narcotic drug, hallucinogenic drug, stimulants, depressants, intoxicant of any kind, or any substance which is represented to be, looks like, or provides similar effects as one of the above.

Alcoholic Beverages: Possessing, using, transmitting, soliciting to acquire, agreeing to acquire, aiding in the sale, or being under the influence of alcohol or intoxicants of any kind or any substance which is represented to be or looks like alcohol.

Over the counter medications, stimulants and inhalants: Possessing, using, transmitting, soliciting to acquire, agreeing to acquire, aiding in the sale of, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPH), inhalants, stimulants, medications of any kind **or intoxicants of any kind** which is represented **to be, looks like, or provides similar effects as one of the above.**

Use of medication by a student prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for the student does not violate this rule PROVIDED the student has turned in all medications to the main office as outlined in the Student Handbook.

**11.DRUG PARAPHERNALIA:** Possessing, using, transmitting, soliciting to acquire, agreeing to acquire, aiding in the sale, or providing to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens. Examples of things which are not to be possessed or provided to another person are: pipes, rolling papers, clips, or other related paraphernalia.

**12.TOBACCO/NICOTINE:** Possessing, using, transmitting, soliciting/agreeing to acquire, aiding in the sale or providing to another person tobacco/nicotine products, or assisting the person who is using tobacco/nicotine by serving as a lookout watching to warn the student who is using tobacco/nicotine or look-a-like product is prohibited. For the purposes of this Code of Conduct, "use of tobacco" shall mean all uses of tobacco/nicotine, including, but not limited to cigars, cigarettes, pipes, snuff, chewing tobacco, orbs, sticks, strips, e-cigarettes, or any other matter or substance that contains tobacco/nicotine as well as electronic vapor or other substitute forms of cigarettes.

**13. ABUSE OF DRIVING PRIVILEGE:** Failure to comply with parking, or traffic rules on school grounds and/or the traffic laws of the State of Indiana (Applicable to high school students only).

**14.LEAVING THE SCHOOL BUILDING WITHOUT PERMISSION (Includes going to the parking lot)**

**15. CUTTING CLASS:** Intentionally missing all or part of a class or classes. A student that is more than 10 minutes late and arrives before a class or assignment ends, will be considered "cutting class".

**16.EXCESSIVE TARDINESS:** Failure to be present in the classroom when the period begins in excess of four (5) times per quarter. A student will be "tardy" rather than absent or truant if the student is in the assigned location within **10 minutes** after the official start of the period.

**17.SINGLE OR MULTIPLE PERIOD TRUANCY:** Truant from one class or up to four classes in one day.

**18. FULL DAY TRUANCY:** (5 or more classes) Absence from school without parent/guardian verification.

**19.SINGLE OR MULTIPLE PERIOD UNEXCUSED ABSENCES:** Refer to the definition under, Unexcused Absences, previously listed in the attendance section of the handbook.

**20. FULL DAY UNEXCUSED ABSENCES:** Refer to the definition under, Unexcused Absences, previously listed in the attendance section of the handbook.

**21.FAILURE TO SERVE DETENTION:** If a student does not serve, or is removed from his/her assigned detention.

**22.COMPUTER MISUSE:** Includes (1) a criminal act under Indiana Law I.D. 35-43-1-4 which involved knowingly or intentionally altering or damaging a part of the computer system, network, program or data and/or (2) accessing a computer with other than one's own log-in identification and/or (3) violation of

Electronic Information, Services and Networks (Internet) - School Board Policy 6.3. such as bypassing filters/blocks to get to unauthorized areas. This also includes gaming, communicating with other students via email, docs, or other means via technology (unless as part of a collaborative educational effort/project), and failing to charge the Chromebook (chronic violations will lead to disciplinary action).

**23. DISHONESTY:** Students should not lie or cheat in class or school. Examples of behavior which would violate this behavioral expectation include, but are not limited to:

**A) INFORMATION FALSIFICATION** ~ Includes plagiarism of documents, records or papers. This may also apply to gaining an unfair advantage when students are being evaluated via assignments, tests, quizzes, papers or projects.

**B) ALTERING OR MISREPRESENTING COMMUNICATIONS TO SCHOOL AUTHORITIES** ~ Tampering with communications from parents, guardians or staff to school authorities, including forging names on excuses or passes, and/or phone calls.

**C) MISREPRESENTATION** ~ Intentionally providing false written or oral information to anyone in authority at school or with the intent to deceive school officials including falsely accusing any person of harassment, of violating a school rule or violating a state or federal law, forged notes or calls.

**D) FALSE ACCUSATIONS** ~ Spreading rumors about other students or staff that are damaging or potentially damaging to their reputations.

**24. PROFANITY, INAPPROPRIATE LANGUAGE OR GESTURE:** Use of profane, obscene, vulgar, or abusive language, gesture or depiction.

**25. INSUBORDINATION:** Refusal to follow a reasonable directive from a faculty or staff member.

**26. GENERAL MISBEHAVIOR:** Including, but not limited to unprepared for class, disrespectful conduct, uncooperative behavior, disruptive behavior, cheating, possession of a laser pointer, lighter, or matches, or presence in an unauthorized area, falsification of information (i.e. forged notes or calls).

**27. PUBLIC DISPLAY OF AFFECTION:** Can be seen in the form of kissing, inappropriate touching, groping, licking, nuzzling, cuddling, prolonged embracement, crossing hands into each other's opposite pockets.

**28. DRESS CODE VIOLATION:** Failure to follow DeKalb Middle School dress code policy.

**29. CHRONIC VIOLATION OF RULES:** Violations or repeated violations of any validly adopted rule or rules necessary in carrying out school purposes or an educational function. Repeated violation of multiple school rules listed above throughout the school year. School-based interventions, including but not limited to detentions, in-school suspensions, out-of-school suspensions, CASE, parent contacts, parent meetings, behavior plans, behavior contracts, etc., have been ineffective in curbing the behavior. The student's behavior has repeatedly had a detrimental impact on the educational environment at DeKalb Middle School and has been judged to be substantial disobedience which is grounds for statutory suspension and/or expulsion.

**30. FELONY CONVICTION:** Any student convicted of a felony will be recommended for expulsion.

**31. GANG ACTIVITY OR ASSOCIATION:** The following policy is adopted to preserve the health, safety, and general welfare of the DeKalb Central United School District. For the purpose of this policy, a "gang" shall be defined as: The association of students of the DeKalb Central United School District into groups of two or more persons who have the avowed purpose to advocate or promote activities which are intended to intimidate other persons or cause disruption to the peaceful interrelations of other members of society or threaten to commit unlawful acts harmful to the health, safety, and general welfare of the school community. Gang associations and activities shall be prohibited on the DeKalb Central United School District school premises, or at any DeKalb Central United School District school function of participation with other schools without regard to the site location.

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of the color, arrangement, trademark symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This

is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

The following activities would constitute a disruption of the school environment:

1. Incidents involving initiations, hazings, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students.
2. Wearing any type of dress, apparel, jewelry, accessories, acts, behavior, or manner of grooming which might:
  - a. Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives.
  - b. Present a physical safety hazard to self, students, staff, and other employees.
  - c. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence.
  - d. Imply gang membership or affiliation by written communication, tattoos, drawing, painting design, emblem upon any school or personal property or on one's person.

**32. ELECTRONIC DEVICE:** See new Wireless Device Policy.

**33. TRANSPORTATION/BUS:** Any violation of the transportation or bus code of conduct.

**34. SEXUAL MISCONDUCT:** Engaging in sexual behaviors on school property or while in attendance at any school function whether on or off school grounds and including school transportation. Violations can include in-school suspension, out of school suspension, and even expulsion up to two semesters.

**35. ADDITIONAL RULES:** The Administration reserves the right to adopt additional rules, policies, and procedures to address specific issues or problems that arise throughout the school year as necessary to maintain a safe, orderly, and educationally sound environment. Additions to rules will be updated and posted in the virtual student handbook posted on the DeKalb Middle School website.

\*Any subsequent violations and/or repeated offenses of the above rules may be judged to be a "substantial disobedience" and grounds for statutory suspension and/or expulsion.

### **Possible Corrective Actions**

(List of possible corrective actions)

ANY STUDENT WHO VIOLATES THE STUDENT CONDUCT CODE MAY BE SUBJECT TO THE DISCIPLINARY PROCESS WHICH INVOLVES ONE OR MORE OF THE CONSEQUENCES LISTED BELOW.\*

1. *STUDENT-ADMINISTRATOR and/or TEACHER CONFERENCE:* A conference between a student violating school rules and school staff member.
2. *PARENTAL CONTACT:* The parent is contacted by telephone, in person, or by letter to notify/discuss the behavior of the student.
3. *FORMAL CONFERENCE:* A formal conference is held with the student, his/her parent or guardian, and one or more members of the school staff.
4. *LOSS OF DRIVING PRIVILEGE:* Students may lose their privilege to drive to and from school (Applicable to High school students only.)
5. *BEFORE OR AFTER SCHOOL or LUNCH DETENTIONS/FRIDAY/WEDNESDAY SCHOOL:* A student who violates a school rule may be assigned to detention.
6. *REARRANGEMENT OF CLASS SCHEDULE:* Rearrangement of class schedule.
7. *RESTITUTION:* A student will be required to pay, reimburse for loss or damage to school property, private property, etc.

8. *CLASS SUSPENSION*: A student who seriously disrupts a class may be temporarily removed from the class by the administrator.
9. *ALTERNATIVE PLACEMENT* by an Administrator to a special course of study or an alternative education program.
10. *RESTRICTION*: Restriction of Extracurricular activities including dances, convocations, or other school activities, groups, or clubs.
11. *WITHDRAWAL OF PRIVILEGES*: A student may be removed from a bus, technology use, or passing periods based on behavior that may be directly related to one of these areas.
13. *REFERRAL TO OUTSIDE AGENCIES*: A student engaging in serious misbehavior may be subject to referral to the DeKalb County Sheriff's Department, DeKalb County Division of Family and Children Services, DeKalb County Probation Department, DeKalb County Juvenile Court, or other outside agencies.
14. *STUDENT ASSIGNED PLACEMENT (In-School Suspension)*: An administrator restricts a student to a specific location within the school where the student may be more closely supervised. The student may not participate in nor attend any school-sponsored activity from the time he or she enters Student Assigned Placement until his or her assigned time is completed. The student will be credited for work completed while in Student Assigned Placement. (See athletic and extracurricular code for specific guidelines for practices/events/performances).
15. *OUT OF SCHOOL SUSPENSION*: If a student receives an Out of School Suspension (OSS) twice within a school year, then the school will recommend to the BMV that the student's driver's license be suspended until the student turns 18 years of age. A student will be allowed to make-up school work for credit. Students should make arrangements to have someone pick up school work to complete during OSS. Students who are assigned OSS are ineligible to participate in any school or student activities the day(s) of the assignment. Students are not allowed on school property the day(s) of the assignment.
16. *C.A.S.E.*: The disciplinary step beyond Student Assigned Placement is C.A.S.E. (Court Appointed Student Education). This requires students to be signed in by a parent or guardian at 500 North Street, Auburn, Indiana. Students must arrive by 8:00 a.m. each day and be signed out by a parent or guardian at 3:00 p.m. Age appropriate students will attend the C.A.S.E. Program while suspended out of school for up to a maximum of 5 days at one time and only three times in a year.  
After the school notifies the parents and the County Prosecutor of the C.A.S.E. assignment, parents are summoned to appear with their child at the DeKalb County Probation Department located at 215 East 9th Street, Suite 200 in Auburn at 8:30 a.m. the next school day. At this time the parents will be told the number of days involved. Students who misbehave while in the C.A.S.E. Program are subject to expulsion. Parents or guardians who fail to cooperate can be prosecuted under Indiana Code 31-34-1-1 (Depriving a Child in Need of Services) and/or Indiana Code 20-8.1-5.1-19 (Rules requiring participation in disciplinary action by person caring for dependent student.)
17. *EXPULSION*: The student is removed from school for the remainder of the current semester or possibly up to two semesters. An expulsion is the only disciplinary action referred to above which may be appealed.

### **DISMISSAL**

When school is dismissed, students should be out of the building no later than 3:30 p.m. unless under the direct supervision of a teacher. Students cannot remain on school grounds after 3:30 unless under the direct supervision of a staff member.

### **DRESS CODE - STUDENT APPEARANCE**

Adolescence is a critical period for personal expression and identity formation. However, creating a balanced environment where students can express themselves while maintaining a focus on education is essential. The purpose of a school dress code is not to suppress individuality but to foster a respectful and focused academic

atmosphere. By setting clear guidelines for student attire, schools can create a positive environment that supports both personal and educational development.

### **Promoting a Positive School Culture**

A well-designed dress code contributes to a school culture where students feel respected and valued. It helps create a sense of community and belonging, which is essential for a supportive and inclusive learning environment. When students wear appropriate attire, it can also reduce distractions and help them concentrate on their studies, ultimately enhancing their academic performance.

### **Key Benefits of a Thoughtful Dress Code**

**Encourages Professionalism:** Teaching students to dress appropriately for school can prepare them for future professional settings where dress codes are often in place.

**Enhances School Safety:** By eliminating certain types of clothing, such as those associated with gang affiliations or inappropriate imagery, dress codes can contribute to a safer school environment.

**Supports Positive Behavior:** Students who dress in a manner that aligns with school expectations are more likely to exhibit respectful and responsible behavior.

### **Implementing the Dress Code**

DeKalb Middle School is committed to fostering an environment where all students can thrive. To this end, the Board of Education has approved the following dress guidelines for DMS. These guidelines are designed to support a positive school culture while allowing for individual expression within a respectful and focused academic setting.

By working together, students, parents, and educators can create a school environment that is conducive to learning, personal growth, and mutual respect.

#### **1. Inappropriate Dress -**

- Dress appropriately for the occasion and weather. (Jewelry and high heels are inappropriate for physical activities and some classroom situations.)
- Clothing with sexual, tobacco, alcohol, violent, drug, or occult overtones distract others from learning and are not appropriate for the educational setting.
- Clothing with writing or objects which promotes violence; denotes membership in a gang; bears racially or sexually offensive messages; has a double meaning, innuendo, including but not limited to texting shorthand, chat abbreviations, corporate names, band names, athletic teams, restaurant names or other reference to disruptive ideas; advertises, promotes or glorifies alcohol, tobacco, drugs, or other illegal substances or their use, or weapons.
- Clothing with profanity.
- Clothing, jewelry, cosmetics, make-up, accessories, notebooks, or manner of grooming may be deemed disruptive if it denotes membership in a gang or is socially unacceptable or distracting to others. Clothing must be worn right-side out and forward. Students can “dress-up” and wear costumes, and/or face paint on designated spirit-days as determined by the student council and/or administration. “Costumes” must match the advertised theme of the spirit day. The administration reserves the right to determine if “costumes” are inappropriate, excessive in nature, or distracting even on designated spirit days.
- Students may not wear attire that could cause personal injury to them or others or that may damage school property; this includes but not limited to chains of any length, items with studs or spikes, arm wraps, gloves and fingerless gloves, straps, or ornamental ropes.
- Body piercing accessories that are unsafe for certain activities or are disruptive to the educational environment are not to be worn to school.

## 2. Pants, Skirts, and Shorts

- When students choose to wear tight clothing such as but not limited to jeggings, leggings, tights, spandex, lycra, yoga pants, etc., these items must be completely opaque (not to be seen through).
- Pants, jeans, shorts, etc. must be worn around the waist (no sagging) Pants/shorts with holes below fingertip length are allowed. Holes above fingertip length must be patched or otherwise covered if worn to school.
- When students choose to wear a skirt or shorts, the skirt or shorts must meet the finger-tip rule (skirt or shorts fall below the fingertips when fully extended to the sides.) This rule applies even if the student wears tights with a skirt or shorts.

## 3. Tops (Shirts, sweaters, sweatshirts, blouses, etc.) –

- Tops must cover midriff.
- Shirts must have a minimum of a one inch strap. Strapless shirts are not allowed. In the case of sleeveless shirts, there should be no skin exposed below the arm hole.
- All undergarments (bra straps) must be completely covered. No sheer or see-through tops.
- Low-cut tops that reveal cleavage are not allowed.

## 4. Hats and other Head Coverings - Are to be placed in the student's locker upon arrival at school. Head coverings are not to be worn during the school day.

## 5. Jackets – Jackets, Coats, book bags/backpacks, and purses are **not permitted** in the classrooms and are to remain in the lockers until the end of the school day.

## 6. Sleepwear - Pajama bottoms and tops, including bedroom slippers, are not to be worn to school. Blankets are not allowed in school.

## 7. Shoes should be worn at all times.

**\*The above is not an exhaustive list of possible dress code violations. The administration, or designee, reserves the right to determine if clothing or other attire is inappropriate and/or in violation of the above dress code. A student will be kept out of class until proper attire can be provided.**

### **ELECTRONIC DEVICE (CELL PHONE) NOTICE**

Important Notice to Students and Parents Regarding Cell Phone Content and Display

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

### **ELECTRONIC INFORMATION, SERVICES, AND NETWORKS**

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

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

While the District's intent is to make internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the District institute technical methods or systems to regulate students' internet access; those methods could not guarantee compliance with the District's acceptable use policy. That notwithstanding, the district believes that the benefits to students of access to the internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the DeKalb Central United School District makes the District's complete internet policy and procedures available on request for review by all parents, guardians, and other members of the community: and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

### **EMERGENCY DRILLS**

**FIRE:** In the event of a fire or fire drill, students are to be silent and orderly when leaving the building and upon returning to class. Students will leave their books and belongings in the classroom. Upon leaving the room, students are to walk in a single file line, using a rapid pace, behind the first student out the door. Teachers should take their grade books/seating charts, as an attendance check will be necessary. Upon leaving the building, all students should move away from the building, so that other groups can exit without delay, and fire equipment could move in the event of a fire.

**TORNADO:** In the event of a tornado or a tornado drill, the alarm will be sounded repeatedly. On this signal, you should follow the directions of your teacher. You should remain silent so that you may hear instructions.

**CRISIS:** In the event of a crisis, students are to follow the directives of school personnel and emergency responders. Under no circumstance are students to use any electronic equipment or communication device, as this may cause a disruption to the crisis response plan in place.

**CORRECTIVE ACTION:** Students found to be uncooperative during emergency drills will receive a letter home that must be signed by parent/guardian and returned. A second offense will result in additional discipline.

### **FOOD SERVICE**

***How much will school meals cost this school year?***

Full price student BREAKFASTS = \$1.90 (This is a 10¢ increase from last school year.)

Full price student LUNCHES = \$2.90 (This is a 10¢ increase from last school year.)

**How do I add money to my student's account?**

1. Visit <https://dekalbcentral.familyportal.cloud/>
2. Follow the online prompts to create an account using an email address and by entering your student's ID number (Your student's ID number is located in PowerSchool Parent Viewer under the "lunch" tab).
3. Deposit funds and allow 10-15 minutes for your deposit to show active in our school cash registers and 24 hours to show active in PowerSchool.

**Can my student charge a meal?**

Student balances are readily available on PowerSchool to both students and parents. Our notification system, **Alert Now** sends phone calls and emails to parents when students incur low and/or negative account balance. Students will also receive an email via their DeKalb Central School email when their account balance falls below \$10.00.

Grades PreK-8: Students may charge up to three (3) lunches (-\$8.70) before they are offered an alternative meal of a peanut butter sandwich, milk, fruit, and a vegetable bag.

Grades 9-12: Students may charge one (1) lunch (-\$2.90) before they are offered an alternative meal of peanut butter sandwich, milk, fruit, and a vegetable bag.

All A La Carte purchases must be paid for at time of purchase (No charges allowed).

**How do I apply for free or reduced meal benefits for my student?**

Free & Reduced Meal applications are available through our student registration process each school year. However, you may apply for school meals any time during the school year by submitting an online application or by asking your student's school for a paper application.

Online application link: <https://dekalbcentral.familyportal.cloud/>

If you're earning at or below current income Eligibility Guidelines, you are encouraged to contact your school or district to fill out a school meal application. Applications are reviewed by local school or district officials before granting free or reduced price benefits.

If you receive Supplemental Nutrition Assistance Program (SNAP) benefits, all of your children who attend school automatically qualify for free school meals. Participation in other federal assistance programs, including Temporary Assistance for Needy Families (TANF) also provide automatic eligibility. Please contact your school to determine if you need to fill out an application.

**Please feel free to contact the following food service employees for additional questions and/or concerns:**

Aubrey Retherford, Food Service Director  
Phone: 260-920-1016, Ext. 1630  
Email: [aretherford@dekalbcentral.net](mailto:aretherford@dekalbcentral.net)

Jen Grogg, Food Service Dept. Assistant  
Phone: 260-920-1016, Ext. 1631  
Email: [jegrogg@dekalbcentral.net](mailto:jegrogg@dekalbcentral.net)

**GRADE CARDS**

Grade cards, which reflect the student's academic progress, are issued to the student after each grading period. The date on which grade cards are issued is published in the school newsletter and website.

**GRADING SCALE**

A+

98-100%

C+ 77-79% F

0-59%

A	93-97%	C	73-76%
A-	90-92%		C- 70-72%
B+	87-89%		D+ 67-69%
B	83-86%	D	63-66%
B-	80-82%		D- 60-62%

### **GUIDANCE**

At DeKalb Middle School, we have three guidance counselors. They are here to help students with the many situations and problems that may arise.

Any student or parent should feel free to contact a guidance counselor, an administrator, or a teacher at any time to discuss any situation.

### **HALLWAY PROCEDURES**

1. You must have a pass to be in the halls during class periods.
2. Passes used by students to move from one class to another should be COMPLETELY filled out by the staff member issuing the pass.
3. The student must go directly to the intended destination.
4. When you reach your destination, give your pass to the teacher.
5. When the student returns, the pass must be filled out again.
6. There will be no running or loitering in the halls.
7. Please keep to the RIGHT when passing through the halls.
8. Please do not handle any displays in the halls.
9. This is your building; please take care of it by not littering the hallways. Help take care of the restrooms.
10. Above all, be polite.
11. Failure to comply with hall rules or abuse of hallway passes will result in loss of pass privileges.

### **HONORS AND HIGH ABILITY PROGRAMMING**

DeKalb Middle School offers advanced classes to meet the needs of our high ability and high achieving learners. Below please find our qualifiers/prerequisites for enrollment in these courses. These qualifiers have been set by our high ability team based on experience, practice, and training in high ability practices and curriculum. Our team wants to ensure students are set up for a successful experience. Meeting these qualifiers greatly increases the likelihood that a student is ready academically, socially, and emotionally for the challenges presented in these courses.

#### **DMS High Ability Programming**

#### **HIGH ABILITY QUALIFIERS**

- 96% on CoGat
- Above Proficiency on ILEARN Checkpoints
- Above Proficiency on ILEARN

<b>HIGH ACHIEVING MATH QUALIFIERS</b> <ul style="list-style-type: none"> <li>● Above Proficiency on ILEARN Checkpoints</li> <li>● Above Proficiency on ILEARN</li> <li>● Grades in Math: A's</li> <li>● Teacher Recommendation</li> </ul>	<b>HIGH ACHIEVING LA QUALIFIERS</b> <ul style="list-style-type: none"> <li>● Above Proficiency on ILEARN Checkpoints</li> <li>● Above Proficiency on ILEARN</li> <li>● Grades in LA: A's</li> <li>● Teacher Recommendation</li> </ul>
---	---

***DMS Course Offerings:***

	<b>GRADE 6</b>	<b>GRADE 7</b>	<b>GRADE 8</b>
<b>HIGH ABILITY MATH</b>	ADVANCED 6TH GRADE MATH	PRE-ALGEBRA	ALGEBRA
<b>HIGH ABILITY LA</b>	HONORS	HONORS	HONORS
<b>HIGH ACHIEVING MATH</b>	ADVANCED 6TH GRADE MATH	PRE-ALGEBRA	ALGEBRA
<b>HIGH ACHIEVING LA</b>	HONORS	HONORS	HONORS

**HONOR ROLL**

DeKalb Middle School has established an Honor Roll to recognize those students who have achieved what we consider to be a level of excellence in all of their classes. Designation as an "Honor Student" will be given to any DMS student who attains a grade point average of 9.0 or better.

Students who attain this standing will have their names posted in the school and sent to the local newspaper for publication.

**IN-SCHOOL SUSPENSION/STUDENT ASSIGNED PLACEMENT GUIDELINES**

1. Students will be assigned to Student Assigned Placement/In School Suspension (SAP/ISS) by the administration. The parent of a student placed on Student Assigned Placement will be notified.
2. Students assigned to SAP/ISS will report to the SAP/ISS room upon arrival to school and will be dismissed at 3:20 p.m. **During the suspension period, students may not attend or participate in any extracurricular activity such as games, practices, intramurals, performances, skating parties, and dances.** (Administrative approval will be utilized for any exceptions).
3. The SAP/ISS room will be supervised. Students are responsible for bringing textbooks and supplies (pens, pencils, notebook, Chromebook, etc.) to the SAP/ISS room.
4. **All assignments must be completed** to the satisfaction of the SAP/ISS supervisor and classroom teachers.
5. The assigned student's teacher will provide assignments during the suspension period. Credit will be given for all class assignments satisfactorily completed.
6. Students may not be allowed to return to the regular classroom at the end of the placement period if all assignments are not satisfactorily completed.
7. SAP/ISS students will receive attendance credit during the placement period. The attendance office will notify the classroom teacher if a student is absent during the placement period. Otherwise, the classroom teacher will count the placed student's attendance as "present".
8. To receive credit for the placement period, students must behave properly and follow all rules:
  - a. Talking and/or leaving an assigned seat are permitted only after receiving permission from the supervisor.

- b. Students will be given permission to use the restroom facilities at the discretion of the supervisor.
9. If a student is absent from the school on the day of suspension, he/she will automatically be placed in the SAP/ISS room on his/her first day of return to school.
10. Students may be removed temporarily from the SAP/ISS room for counseling by the guidance staff.
11. **Violation of the SAP/ISS rules may result in extending the placement period or by imposing corrective actions including suspension (CASE).**

### **INTRAMURALS and CLUBS**

#### Objectives:

- To provide an opportunity for students to take part in activities while learning some basic skills.
- To provide wholesome, fun experiences which are conducive to learning more and establishing desirable traits.

#### Eligibility:

- Participants must be in grades 6, 7, or 8 at DeKalb Middle School.
- Participants must not be actively on the same interscholastic athletic team of DeKalb Middle School.
- The director may remove any participant not displaying proper behavior from intramurals.

#### Meetings:

- Supervision and instruction will be under the direction of a Director and assistants.

#### Sign-Ups:

- Student can sign up on Google forms provided via email or other means provided by sponsor.
- Permission slips to participate must be signed by a parent or guardian.

#### Activities:

- May include, but not be limited to the following:  
Crochet, Chess, Debate, Cooking, Bowling, Guitar, Sewing, Robotics, Academic Super Bowl, Spell Bowl, yearbook, and Dance. Other clubs and activities are developed throughout the year based on student interest.

### **LOCKERS AND DESKS**

All lockers and desks are a part of school-owned property and assigned to students for their individual use (LOCKERS CANNOT BE SHARED BETWEEN STUDENTS). The school reserves complete jurisdiction over all lockers.

Students may decorate their lockers or hang items in their lockers by using magnetic tape or magnets only. Stickers and tape are NOT permissible to use in lockers.

In the best interest of health and safety of the individual students, as well as the total student body, and to encourage good housekeeping practices, each student's locker and desks may be inspected periodically.

STUDENTS ARE STRONGLY ADVISED TO KEEP THEIR HALL AND PHYSICAL EDUCATION LOCKER COMBINATIONS CONFIDENTIAL. Students are not to share or exchange lockers without the permission of the administration. Locker assignments cannot be changed because others know your combination.

## **Statement of Policy**

All lockers are made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, and the art classroom, are property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes of an educational function, or which are forbidden by State law or school rules.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol.

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

1. **LOCKS:** The school corporation will retain access to students' lockers by (keeping a master list of combinations) and (retaining a master key). Students may not use their own locks to prevent access to lockers by school officials, and any unauthorized locks may be removed without notice and destroyed.
2. **USE OF LOCKERS:** Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by State law or school rules, such as drugs, drug paraphernalia, beverages containing alcohol, weapons, any flammable substance, bombs or explosive devices, any pungent acid or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any stolen items, any obscene material, or cigarettes. Students will be expected to keep their lockers in a clean and orderly manner.
3. **AUTHORITY TO INSPECT:** The school corporation retains the right to inspect lockers to ensure they are being maintained in accordance with the above conditions. All inspections of student lockers shall be conducted by the administration, an appropriate law enforcement agency with or without K-9 interdiction units.
4. **INSPECTION OF INDIVIDUAL STUDENT'S LOCKER:** The inspection of a particular student's locker will not be conducted unless the administration has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference with school purposes of an educational function, or which are forbidden by State law or school rules. ("Reasonable Suspicion" as used in these rules may be based on a number of factors including:
  - a. Information received by the administration from teachers, students, law enforcement officers, or detection devices including trained dogs.
    1. The past records of the student whose locker is to be inspected.
    2. The seriousness of the problem to which the search is directed, such as violence or drug use in the school.
    3. Behavior of the student, for example, indications that the student is intoxicated.
  - b. Before a particular student's locker is inspected, the student (or students if more than one have been assigned to a locker), if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on the school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the administration shall notify the student of such inspection as soon as practicable thereafter.
5. **INSPECTION OF ALL LOCKERS:**

- a. An inspection of all lockers in the school or all lockers in a particular area of the school, may be conducted if the administration reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of an interference with the school purposes or an educational function, a physical injury or illness to any person, damage to personal or school property, or a violation of State law or school rules. Examples of circumstances justifying a general inspection of a number of lockers are:
    1. When the school corporation receives a bomb threat.
    2. When evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use.
    3. At mid-term, end of grading period, and before school holidays to check for missing library books, or lab chemicals, or school equipment.
    4. Where student violence or threat of violence creates a reasonable belief that weapons are stored in the lockers.
  - b. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
6. STUDENT MATERIAL
- a. When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself, or being used to conceal, contraband.
7. DISPOSAL OF CONFISCATED CONTRABAND
- a. All contraband confiscated from lockers may be disposed of by the administration as deemed appropriate, including:
    1. Return to the proper owner or place.
    2. Use as evidence in student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under IC 20-8.1-5-4.
    3. Delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime.
    4. Destruction
8. INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS:
- a. If the administration has a reasonable suspicion that a locker or lockers contain illegal drugs, illegal drug paraphernalia, weapons, a bomb, explosive chemicals or stolen property, or other contraband, he may request law enforcement assistance in making an inspection of a locker or lockers.
  - b. If a law enforcement official requests to inspect a student's locker or its contents, the administration shall require the production of a search warrant before allowing such official to inspect.
  - c. If a law enforcement official requests the administration to make an inspection of the locker or its contents on behalf or in the place of such official, the request shall be denied.
  - d. The administration may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contain contraband.
9. LOCKER CLEANING
- a. Nothing in these rules shall affect members of the custodial staff who, at the direction of the administration, clean out lockers from time to time in accordance with a general house-keeping schedule, or the locker of the student no longer enrolled in the school. Further, the custodial staff may open a student's locker during any vacation period if they have reason to believe such locker contains rotting, spoiling or mildewing items such as food, wet clothes, etc.
10. PUBLICATION OF RULES:

- a. A copy of these rules shall be provided to each student and his parents or guardian at the start of each school year or as soon as practicable after the student's enrollment in the school. Copies of the rules shall be posted in the school office and other prominent places generally used for announcement to students.

## **Search and Seizure**

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide students, faculty, and authorized visitors with a safe, hygienic, and drug-free learning environment. In balancing these competing interests, the Board directs the following principles to be utilized:

### **A. School Property**

School facilities such as lockers, desks, and parking areas are school property provided for students' use subject to the right of the administration to enter the facility as needed and inspect all items in the facility. Students shall not have an expectation of privacy in any facility provided by the school. All searches shall be conducted by the administration.

#### **1. STUDENT PERSON AND POSSESSION**

Searches of the student's personal items in the student's immediate possession shall be done with the consent of the student. If the student does not consent, such a search shall be permitted based upon the administration's individualized reasonable suspicion to believe that the search will produce evidence of 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 sex as the student and shall be conducted in a private office. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours, if possible. The appropriate school officials shall conduct all searches.

### **B. Use of K-9 Interdiction Units/Law Enforcement**

The board authorizes the use of Law Enforcement and specially trained dogs to detect the presence of drugs, firearms, bombs, or any controlled substance on school property. The administration, in cooperation with the appropriate enforcement agencies, shall determine the conditions under which a K-9 drug and weapons interdiction unit will be utilized.

Anything found in the course of a search pursuant of this policy which constitutes evidence of a violation of a law, school rule, or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Items of value seized by the school 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. If illegal drugs or weapons are seized as a result of K-9 unit search, they will be placed in the custody of an appropriate law enforcement officer for examination and testing, as deemed appropriate. The administration shall promptly record in writing the following information for each search pursuant to this policy:

1. The information upon which the search was based.
2. The time, date, location, students or places searched and persons present.
3. A description of any items seized and its disposition.
4. The time and date of notice to the parent or guardian and Superintendent in the case of the search of the person of the student.

### **C. Disposition of Evidence of a Crime, Hazardous Items, or Illegal Items or Material**

Any time there is a reasonable suspicion to believe any items or material discovered or seized under this policy constitutes evidence of a violation of law, endangers the safety or health of any person or is an illegal substance such items or material shall immediately be turned over to the appropriate law enforcement officials. While in the possession of the administration, such items or material should be either kept on the person of the administration or secured in a location only accessible by the administration. The administration shall follow the same recording requirement as in item 3 above.

### **D. Administrative Procedure**

In implementing the search and seizure policy, school administrators shall use a common sense approach which results in reasonable disciplinary action taken in regard to those objects not specifically covered by this policy which are found in students' lockers and/or vehicles.

### **LOST AND FOUND**

Any article which is found should be brought to the office where the owner can claim it upon proper identification and description.

### **MCKINNEY-VENTO HOMELESS CHILDREN AND YOUTH PROGRAM**

The McKinney-Vento Homeless Children and Youth Program was designed to make sure all homeless children and youth have equal access to the same free and appropriate public education as children and youth who are not homeless. This includes preschool education. The McKinney Vento Act provides certain rights for homeless students. They include waiving certain requirements such as proof of residency when students are enrolling and allowing categorical eligibility for certain services, such as free school meals and free textbooks and/or curricular material.

The Act also states:

- Homeless students may attend their school of origin or the school where they are temporarily residing. Feasibility and safety will be first and foremost considered prior to making this determination.
- Homeless students must be provided a written statement of their rights when they enroll.
- Homeless students may enroll without school, medical, or similar records.
- Homeless students have a right to transportation to and from school.
- Students are automatically eligible for Title I services.
- School districts must review and revise policies that provide barriers to homeless students.
- Schools must post information regarding the rights of homeless students in schools.
- School districts must identify a McKinney Vento Liaison(s) to assist students.

### **PEST CONTROL AND USE OF PESTICIDES – Board Policy 8432**

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

The Corporation will:

- A. annually inform parents and staff members of the Corporation's pest control policy at the time of student registration by a separate memorandum or as a provision in the staff and/or student handbook;
- B. provide the name and phone number of the person to contact for information regarding pest control;
- C. maintain a registry of parents, guardians, and staff members who want to receive advance notice of all pesticide use, and provide such notice at the start of each school year and during the school year when a student enrolls in or transfers into a school;

The Corporation's notice at the start of each school year shall invite parents, guardians, and staff members to be added to the pesticide notification list, and the Corporation shall permit a person to be added to the registry at any time upon their request.

- D. provide notice of planned pesticide applications to parents and employees who have requested advance notice;
- E. maintain written/printed/electronic records for two (2) years of any pesticide applications, and make these records available to anyone for inspection and copying upon request.

The Corporation will provide notice to those in the registry at least forty-eight (48) hours 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.

Corporation contact for information regarding pest control:

Director of Maintenance  
Phone: 260-920-1750

### **PETITIONS**

Students may present petitions to the Student Council, or the school administration, at any time, but the collection of signatures must be done **before or after school hours** so as to not interfere with the educational process. The petition should be free of obscenities, libelous statements, personal attack, and state in concise terms the proposal and recommended solution.

### **PHYSICAL EDUCATION EXCUSES**

We feel that it is important for students to dress and participate in the physical education activities as long as they are able. **A student will not be excused from participation in physical education classes unless he or she brings a signed statement from his/her parents or physician stating the reason that the student should be excused.** Long-term excuses (four or more days) will require a physician's statement.

### **POSTING OF MATERIALS**

The posting of materials in the hallways and other general school areas must be approved by the administration. Materials should be posted on wooden areas only. Tacking or stapling is strictly forbidden.

### **PROGRESS REPORTS**

Progress reports are issued at the mid-point of each grading term to all students. The date on which progress reports are issued is published in the school newsletter.

### **PROMOTION, PLACEMENT, AND RETENTION (Board Policy 5410)**

DeKalb Middle School recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

Each student should be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such a pattern will coincide with the system of grade levels established by the School Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when he/she has:

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

A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student's I.E.P.

A student shall not be retained or held back in a grade level for the sole purpose of improving the student's ability to participate in extracurricular athletic programs.

Good cause exemptions that may be considered are:

- A. a student who has been previously retained two times prior to the fourth grade;
- B. a student with disabilities whose case conference committee has determined that promotion is appropriate;
- C. an English learner student whose Individual Learning Plan (ILP) Committee has determined that promotion is appropriate.

DeKalb Middle School shall follow administrative guidelines set by the board and the Superintendent for promotion, placement, and retention of students which:

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

## **SCHOOL SAFETY**

School safety is the responsibility of all members of the school community, students, parents, school employees, and patrons. School officials have coordinated with other school personnel and community agencies to develop a comprehensive school safety plan. As part of this plan, students will not be allowed to carry to classes book bags, duffel bags, purses, or anything which is designed to carry quantities of materials from place to place. The only exception would be for students with physical education class where such items can be secured in a gym locker. Students will not be allowed to wear coats or jackets with linings or garments with interior pockets. Students can help by accepting the inconvenience of the limitations in favor of the enhanced safety for all.

## **SPEECH AND EXPRESSION FREEDOMS**

It should be understood by students that freedom of expression does not confer an unrestricted license giving immunity for every possible use of language and preventing the punishment of those who abuse this freedom. Freedom of expression cannot be permitted if it interferes with work in the classroom, creates a disruptive influence on other students or teachers, or leads to general disorder within the educational program.

The use of obscene and vulgar language will not be tolerated. Students will be given an opportunity to express their point of view in a respectful manner, providing the rights of those not sharing that opinion are equally honored.

### **STUDENT COUNCIL**

The Student Council has been established to allow for the representation of student views and participation in the educational process. The Student Council is made up of a president, vice president, and six representatives from each grade level. These representatives must be students in good academic standing (C- or higher in all classes). Any student interested in becoming a member of the student council must complete the nomination form which will include the completion of a short essay explaining why the student would like to be on the student council as well as what he/she would like to accomplish as a member. Students will also need staff references to support their nomination (See student council staff advisors for more information). 7<sup>th</sup> and 8<sup>th</sup> grade members will be chosen in the month of May of the previous school year. 6<sup>th</sup> grade members will be chosen at the completion of the first nine-week grading period of their 6<sup>th</sup> grade year.

### **STUDENT MEDICAL CONDITIONS, DISEASES, AND MEDICATIONS**

- A. COMMUNICABLE DISEASES: The principal is responsible for isolating and excluding from school any child suspected of having a communicable disease or infectious condition of the skin or scalp or any other illness, also for the readmission to school.
- B. EMERGENCY INJURY: In the event of an emergency student injury based on the completeness or the information provided by parents and according to the seriousness of the accident, appropriate selections from the following will be made: CALL... the child's parents, an emergency service ambulance, the doctor, the hospital, and the fire department.
- C. FIRST AID: In general, no treatment except first aid is rendered in our schools, and this treatment should be limited, for the most part, to injuries occurring while the child is under the jurisdiction of the school. First aid treatment is limited to application of soap and water, antiseptic cream, band-aids, and ice. School personnel shall not remove splinters or other foreign matter. If it appears that more treatment than the first aid available at the school is indicated, recommendations will be made to the parents (or person they designate), and the child will be placed in their care or that of a physician; the school's responsibility is considered to have been completed. It is the responsibility of the parent to provide transportation when it is needed for a child who is injured, becomes ill at school, or is excluded. Only in the case of acute emergency when the parent (or the designated person) cannot be reached does the entire responsibility of transporting the child to a source of medical attention rest with the school. No child is to be taken home unless an adult is there to supervise his care.
- D. HEALTH INFORMATION: No prescription medication shall be given or dispensed unless the dispensing school person has on file a medication authorization form signed and completed by a doctor of the legal custodian of the child. The parent/legal guardian must sign the "Medication Permission Form" before medication can be administered. Prescribed medication must be in the original container. All medication is stored in the school clinic.
- E. HEALTH SERVICES: Health service will be provided according to the state laws and existing health needs.

#### 1.IC 20-34-4-2 Required Immunizations

Every child residing in Indiana who is enrolled in an accredited elementary, middle, or high school shall be immunized as determined by the Indiana Department of Health against:

- 1) Diphtheria;
- 2) Pertussis (Whooping Cough);
- 3) Tetanus;
- 4) Measles;
- 5) Rubella;
- 6) Poliomyelitis;

- 7) Mumps;
- 8) Varicella;
- 9) Hepatitis A;
- 10) Hepatitis B; and
- 11) Meningitis

The Indiana Department of Health may expand or otherwise modify the list of communicable diseases that require documentation of immunity as medical information becomes available that would warrant the expansion or modification in the interest of public health.

Parents will be required to furnish a Statement of Immunization History (shot record) not later than the first day of school attendance, for each child enrolled in school.

#### Medical Exemptions

A medical exemption is a physician's certification that a particular immunization may be detrimental to a child's health. It must state in writing that the child has a medical contraindication to receiving vaccine. Physicians should have a valid medical exemption form.

Once complete, this form should be returned to the child's school. Note: Only a licensed physician (M.D. or D.O.) or advanced practice provider (nurse practitioner or physician assistant under a physician's supervision) can provide a medical exemption.

#### Religious Objection to Vaccinations

A student may not be required to undergo any testing, examination, immunization, or treatment required when the child's parent objects on religious grounds. If a parent has a religious objection to vaccinations, the objection must be in writing, signed by the child's parent, and delivered to the school. A religious objection must state that the objection to an immunization is based on religious grounds. To ensure the continued religious objection status for a student, parents must provide written documentation of the religious objection each school year.

In the event of an outbreak of a vaccine preventable disease for which a child is not fully vaccinated, the child may be excluded from school to protect his/her health and health of all of our students and staff. The length of time a student may be kept out of school depends on the circumstances surrounding the disease.

To comply with state vaccination requirements, please ensure that all necessary vaccinations are up to date before the first day of school. Students who do not meet this requirement may be excluded from school until they are properly vaccinated.

Please note that Medical Exemptions and Religious Objections must be requested and completed every school year.

# Required and Recommended School Immunizations, Indiana 2025-2026



Updated 06.05.2025

Grade	Required	Recommended
<b>Pre-K</b>	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus and Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps and Rubella) 2 Hepatitis A Annual influenza COVID-19 Haemophilus influenza B Pneumococcal conjugate
<b>K-5</b>	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A Annual influenza COVID-19
<b>6-11</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria and Pertussis) Annual influenza 2 or 3 HPV (Human papillomavirus) COVID-19
<b>12</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap Annual influenza 2 or 3 HPV 2 MenB (Meningococcal) COVID-19

**HepB:** The minimum age for the third dose of Hepatitis B is 24 weeks of age.

**DTaP:** Four doses of DTaP/DTP/DT are acceptable if fourth dose was administered on or after the fourth birthday.

**Polio\*:** Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the fourth birthday and at least six months after the previous dose.  
\*For students in grades K-12, the final dose must be administered on or after the fourth birthday and be administered at least six months after the previous dose.

**Varicella:** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12<sup>th</sup> grade. Parent report of disease history is not acceptable.

**Tdap:** There is no minimum interval from the last Td dose.

**MCV4:** Individuals who receive their first dose on or after their 16<sup>th</sup> birthday only need one dose of MCV4.

**Hepatitis A:** The minimum interval between first and second dose is six calendar months. Two doses are required for all grade levels.

**COVID-19:** Shared Clinical Decision

For additional immunization information, visit: [in.gov/health/immunization](https://in.gov/health/immunization) or call **1 (800) 701-0704** during normal business hours.

# Vacunas escolares obligatorias y recomendadas, Indiana 2025-2026



Actualizado 12.11.2024

Grado	Obligatoria	Recomendada
<b>Pre-K</b>	3 hepatitis B 4 DTaP (difteria, tétano y tos ferina) 3 polio	1 varicela 1 MMR (sarampión, paperas y rubéola) 2 hepatitis A Gripe anual COVID-19 Enfermedad por <i>Haemophilus influenzae</i> tipo b Antineumocócica conjugada
<b>K a 5.º</b>	3 hepatitis B 5 DTaP 4 polio	2 varicela 2 MMR 2 hepatitis A Gripe anual COVID-19
<b>De 6.º a 11.º</b>	3 hepatitis B 5 DTaP 4 polio 2 varicela	2 MMR 2 hepatitis A 1 MCV4 (antimeningocócica) 1 Tdap (tétano, difteria y tos ferina) Gripe anual 2 o 3 HPV (Virus del papiloma humano) COVID-19
<b>12</b>	3 hepatitis B 5 DTaP 4 polio 2 varicela	2 MMR 2 hepatitis A 2 MCV4 1 Tdap Gripe anual 2 o 3 HPV 2 MenB (antimeningocócica) COVID-19

**HepB:** La edad mínima para la tercera dosis de la vacuna contra la hepatitis B es 24 semanas de edad.

**DTaP:** Las cuatro dosis de DTaP/DTP/DT son aceptables si la cuarta dosis se administró al cumplir cuatro años o después de esa fecha.

**Polio\*:** Tres dosis de la vacuna contra la poliomielitis son aceptables para todos los niveles de grado si la tercera dosis se administró al cumplir cuatro años o después de esa fecha y al menos seis meses después de la dosis anterior.  
\*Para los estudiantes de K hasta 12.º, la dosis final debe administrarse al cumplir cuatro años o después de esa fecha y por lo menos seis meses después de la dosis anterior.

**Varicela:** La documentación del médico sobre el historial de la enfermedad, incluido mes y año, se considera prueba de inmunidad para los niños que ingresan a preescolar hasta 12.º grado. No se aceptará el informe de los padres sobre el historial de la enfermedad.

**Tdap:** No hay un intervalo mínimo desde la última dosis de Td.

**MCV4:** Las personas que reciben la primera dosis al cumplir 16 años o después de esa fecha solo necesitan una dosis de la vacuna MCV4.

**Hepatitis A:** El intervalo mínimo entre la primera y la segunda dosis es seis meses calendario. Se requieren dos dosis para todos los niveles de grado.

Para obtener información adicional sobre las vacunas, visite: [in.gov/health/immunization](https://in.gov/health/immunization) o llame al **1 (800) 701-0704** en el horario de atención habitual.

- F. VISION SCREENING: Screening is scheduled by the school nurses for Readiness, Grades 1,3,5, and 8. In addition, any student in other grades who is suspected of having vision difficulties will also be screened.

- G. **AUDIOMETRIC SCREENING:** Screening will be done by the speech and hearing teachers in Grades 1,4,7, and 10 plus all new students transferred into the school system or any referrals in other grades suspected of having hearing difficulties.
- H. **MEDICATION:** All medications (both prescription or non-prescription) need to be taken to the office and dispensed from the clinics. School nurses are not always available to dispense medications on a daily basis. When possible, give your child's medicine at home. However, recognizing the necessity of some children to have medication while attending school, the following requirements must be observed to comply with school policy:
1. The "Medication Permission Form" must be completed and signed by the parent/legal guardian of the child for both prescription and over-the-counter medications.
  2. Prescription medications must be in the original doctor's or pharmacy's container, labeled by them with the physician's name, student's name, medication name, dosage, time of day to be given, and expected duration that the medication is to be taken.
  3. Over-the-counter medications require written permission from parent/legal guardian stating dosage, time of day to be given, and period of time medication is to be continued. They must be in original container and labeled with the student's name. Medication will not be given if it is not age appropriate or the requested dosage is over the recommended dosage on the label, unless there is a written doctor's order.
  4. All inhalers will be kept in the office unless a written doctor's script stating, "student must carry on person" is on file.
  5. The parent/legal guardian shall accept the legal responsibility for the safe arrival of his/her child's medication to the child's school.
  6. The parent/legal guardian may withdraw consent for the medication to be given (in writing) at any time.

In case you need medication at home as well as at school, your pharmacy will give duplicate labeled containers upon request.

If medication is sent to school with your child and these requirements are not followed, the medication will not be given.

Medication information and the "Medication Permission Form" will be sent home with each child at the beginning of the school year. Additional information and forms are available upon request.

- I. **MEDICATION FOR A CHRONIC DISEASE OR MEDICAL CONDITION:** A student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition if the following conditions are met:
1. The student's parent has filed an authorization with the student's Principal for the student to possess and self-administer the medication.
  2. A physician has stated in writing that:
    - a. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
    - b. The student has been instructed in how to self-administer the medication.
    - c. The nature of the disease or medical condition requires emergency administration of the medication.
  3. The authorization and statement described above must be filed with a student's Principal annually.

- J. **SENDING MEDICATION HOME FROM SCHOOL:** The school corporation may not send medication home with a student once it is possessed by the school for administration during school hours or at school functions.

Medication that is possessed by a school for administration during school hours or at school functions for a student in grades Kindergarten through grades 8 may be released only to:

1. The student's parent, or
2. an individual who is at least eighteen (18) years of age and designated in writing by the student's parent to receive the medication.
3. A school corporation may send home medication that is possessed by a school for administration during school hours or at school functions with a student in grades 9 through 12 if the student's parent provides written permission for the student to receive the medication.

\*\*\*Documentation from a licensed physician may be required for any medical/health concerns as noted by parent/guardian on the student registration form. This documentation may be necessary to create a student's **School Health Plan**.

August 2023

Dear Parents, Guardians and Students,

One type of meningitis is caused by a bacterium called *Neisseria meningitidis*. Infections caused by this bacterium are serious, and may lead to death. Symptoms of an infection with *Neisseria meningitidis* may include a high fever, headache, stiff neck, nausea, confusion and a rash. This disease can become severe very quickly and often leads to deafness, mental retardation, loss of arms or legs and even death. The bacteria are spread from close person to person contact through the exchange of nose and throat secretions, by activities such as kissing or sharing eating or drinking utensils. The bacteria are not spread by casual contact or by simply breathing the air where a person with meningitis has been.

There are 2 types of meningococcal vaccine available in the United States. Vaccines for meningococcal serogroups A, C, W and Y are composed of polysaccharide (sugar molecules) from the surface of the meningococcal bacteria. Meningococcal vaccines in which the polysaccharide is chemically bonded ("conjugated") to a protein produce better protection and are more effective in young children than the original polysaccharide vaccine. Vaccines for meningococcal serogroup B (MenB) are composed of proteins also found in the surface of the bacteria. Neither type of vaccine contains live meningococcal bacteria. Meningococcal polysaccharide or conjugate vaccines provide no protection against serogroup B disease and MenB vaccines provide no protection against serogroup A, C, W or Y disease. For protection against all 5 serogroups of meningococcus it is necessary to receive both vaccines.

The United States Centers for Disease Control and Prevention (CDC) recommends vaccination of children with the meningococcal conjugate vaccine (Menactra and Menveo) at 11 or 12 years of age, with a booster dose of the vaccine at 16 years of age. The booster dose at age 16 provides ongoing protection from the disease after high school. The CDC also recommends that a MenB vaccine series may be administered to persons 16 through 23 years of age with a preferred age of vaccination of 16 through 18 years. This permissive (Category B) recommendation allows the clinician to make a MenB vaccine recommendation based on the risk and benefit for the individual patient.

The state of Indiana requires all students in grades 6-12 to have the appropriate number of meningococcal conjugate vaccine doses. One dose of meningococcal conjugate vaccine is required for all students in 6th -11th grade. A second booster dose is required for students entering 12th grade. These vaccines are a legal requirement for school entry (Indiana Administrative Code 410 IAC 1-1-1) for the 2016-2017 school year. The MenB vaccine not a legal requirement for school entry at this time, and cannot be used for the meningococcal vaccine requirement for school entry.

All students in grades 6-12 must have acceptable documentation of required immunizations on record at the school they are currently attending. An acceptable record includes a signed record from the child's health care provider indicating the name of the vaccine given and the date it was given, a record of the immunization in the state immunization registry (CHIRP) prior to the start of the school year, or a record from another school showing the required immunizations have been given.

Many local health departments and private healthcare providers offer this vaccine. Please contact your health care provider for specific instructions regarding your child.

More information about meningococcal disease can be found at:

The Centers for Disease Control and Prevention (CDC) website:

<http://www.cdc.gov/vaccines/vpd-vac/mening/default.htm>

IN State Department of Health website:

<http://www.in.gov/isdh/25455.htm>

Sincerely,  
Steven E. Teders  
Superintendent of Schools

### **STUDENT SUPERVISION**

Students are subject to all the laws, rules, and regulations of the school authorities while traveling to and from school and/or while traveling to and from school activities. Students are also under school supervision at all school sponsored functions such as athletic contests, class parties, lunch hour, etc. **Misbehavior at school sponsored extracurricular events could result in the loss of privilege of attendance at further events.** NO STUDENT IS TO BE IN THE BUILDING BEFORE OR AFTER SCHOOL HOURS WITHOUT THE SUPERVISION OF A TEACHER OR COACH.

### **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

DeKalb County Central United School District Board Policy #7540.03

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, Corporation Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The Corporation's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of Corporation Technology Resources by principles consistent with applicable local, State, and Federal laws, the Corporation's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy, its related administrative guidelines and the Student Code of Conduct govern students' use of Corporation Technology Resources and students' personal communication devices when they are connected to the Corporation computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Corporation-owned property or at a Corporation-sponsored activity (see Policy 5136).

Users are prohibited from engaging in actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like) when using Corporation Technology Resources. Because its Technology

Resources are not unlimited, the Board also has instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using Corporation Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the Corporation's computer network and/or Internet connection).

First, the Corporation may not be able to limit access technologically, through its Technology Resources to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past, when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Corporation Technology Resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or designee may temporarily or permanently unblock access to websites or online education services/apps containing appropriate material, if access to such sites has been blocked inappropriately by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/Guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Corporation Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media and in chat rooms, and cyberbullying awareness and response. Users of Corporation Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the Corporation with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using Corporation Technology Resources - i.e., behavior comparable to that expected of students when they are in classrooms, in school hallways, on other school premises and at school sponsored events. Communications on Education Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may use Corporation Technology Resources to access or use social media only if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable both civilly and criminally, for uses of Technology Resources that are not authorized by this Policy and its accompanying guidelines.

The Board designates the Superintendent or designee as the administrator(s) responsible for initiating, implementing, and enforcing this Policy and its accompanying guidelines as they apply to students' use of Corporation Technology Resources.

### **Corporation-Issued Student Email Account**

DeKalb County Central United School District Policy #7540.06

Students assigned a School Corporation-issued email account are required to utilize it for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the Corporation with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their assigned Corporation-issued email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

This policy and any corresponding guidelines serve to establish a framework for students' proper use of e-mail as an educational tool.

Personal e-mail accounts on providers other than the Corporation's e-mail system may be blocked at any time if concerns for network security, SPAM, or virus protection arise. Students are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the Corporation's

network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

Students shall not send or forward mass e-mails, even if educationally-related, without prior approval of their classroom teacher or the Building or District Administrators.

Students may join list serves or other e-mail services (e.g., RSS feeds) that pertain to academic work, provided the emails received from the list serves or other e-mail services do not become excessive. If a student is unsure whether s/he has adequate storage or should subscribe to a list serve or RSS feed, s/he should discuss the issue with his/her classroom teacher, the building principal or the Corporation's Technology Director. The Technology Director is authorized to block e-mail from list serves or e-mail services if the e-mails received by the student become excessive.

Students are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages and purging e-mails once they are read and no longer needed for school.

### **Unauthorized Email**

The School Board does not authorize the use of its Technology Resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

### **Chromebook Responsible Use Guidelines**

#### **DEKALB CO. CENTRAL UNITED SCHOOL DISTRICT STUDENT TECHNOLOGY RESPONSIBLE USE GUIDELINES**

All use of the Internet shall be consistent with DeKalb Co. Central United School District's mission is to develop socially responsible students who are literate, academically successful, engaged in all aspects of their education and prepared for success in the 21<sup>st</sup> century. Guidance and instruction will be provided and required for each individual granted Internet access through the school. The policy does not attempt to state all required and/or irresponsible behaviors by users. However, some specific examples are provided. The failure of any user to follow the terms of the Technology Responsible Use Policy for Internet Access will result in the loss of privileges, disciplinary action and/or appropriate legal action. The signature(s) on the Permissions/Approval form is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

### **Internet - Terms and Conditions**

1. **Responsible Use:** The use of your account must be in support of education and research and consistent with the educational objectives of the DeKalb Co. Central United School District.
2. **Privileges:** The use of the DeKalb Co. Central United School District telecommunications services is a privilege, not a right. Inappropriate use will result in the cancellation of those privileges. The technology

systems administrator and the superintendent will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of DeKalb Co. Central United School District may request the technology systems administrators to deny, revoke, or suspend specific user accounts.

3. **Irresponsible Use:** Students are responsible for their actions and activities involving the network. Some examples of irresponsible use are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state regulation.
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
  - c. Downloading copyrighted material for other than personal use.
  - d. Using the network for private or commercial gain and/or using the network for commercial or private advertising.
  - e. Gaining unauthorized access to resources or entities.
  - f. Invading the privacy of individuals.
  - g. Posting material authored or created by another without his/her consent.
  - h. Posting anonymous messages.
  - i. Accessing, submitting, posting/publishing or displaying defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material, or any other material deemed educationally inappropriate.
  - j. Using the network while access privileges are suspended or revoked.
4. **Exclusive Use of Access:** Network users are solely responsible for the use of their logins, passwords, and access privileges. Any problems that arise from the use of a registered user's login are the user's responsibility. The use of a registered login by someone other than the user is forbidden and is grounds for denial or limitation of network access privileges. Network resources may only be accessed in accordance with adopted Board Policies of the DeKalb Co. Central United School District and student handbook provisions.
5. **Network Etiquette:** Students are expected to abide by the accepted rules of network and safety etiquette. These include but are not limited to the following:
  - a. Be polite.
  - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - c. Do not reveal the addresses or telephone numbers of students or colleagues.
  - d. Users may not post chain letters or engage in spamming.
  - e. Do not use the network to disrupt the use of the network by other users.
  - f. All communications and information accessible via the network should be assumed to be property of the DeKalb Co. Central United School District
6. **Personal Safety:** For your own benefit, observe the following precautions:
  - a. Do not post personal contact information about yourself or other people. This information includes, but is not limited to, your address, telephone number, work address, etc.
  - b. Do not agree to meet with someone you have met online.
  - c. Disclose to your teacher, librarian/media specialist, classroom supervisor or other DeKalb Co. Central United School District staff member any message you receive that is inappropriate or makes you feel uncomfortable.
7. **Search and Seizure/Due Process:** Your network accounts are not private. Routine maintenance and monitoring of the email or file servers may lead to discovery that you have violated this policy, or the law. The technology system administrators will conduct searches if there is reasonable suspicion that you have violated this policy or the law, or if requested by local, state or federal law enforcement officials. DeKalb Co. Central United School District will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted on network resources owned by DeKalb Co. Central United School District.
8. **Security:** Security on any computer system is of the highest priority, especially when the system involves many users. If you identify a security problem on technology resources, you must notify your teacher, librarian/media specialist, classroom supervisor or other DeKalb Co. Central United School District staff member. Users should not demonstrate the problem to other users. Users should not use another individual's logins. Attempts to log on to the network with a stolen identity or as a system administrator will result in cancellation of user privileges, and possible expulsion. If a user is identified

as a security risk or has a history of problems with other computer systems, DeKalb County Central United School District may deny access to technology resources.

9. **Vandalism/Harassment:** Vandalism and/or harassment will result in the cancellation of privileges, and disciplinary action will be taken. Vandalism is defined as any malicious and/or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to the uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent network security. Harassment is defined as the persistent annoyance of another user or the interference in another's work. This includes, but is not limited to, the sending of unwanted e-mail.

DeKalb County Central United School District reserves the right to amend this policy as needed.

To the extent that proprietary rights in the design of a web site hosted on the Corporation's servers would vest in my child upon creation, I agree to assign those rights to the Corporation.

Students will use and access the Internet at school and for the Corporation to issue an Internet/e-mail account to my child. Student's image (photograph) can be published online, provided only his/her first name is used.

The Corporation may transmit "live" images of my child (as part of a group) over the Internet via a webcam. The Corporation may post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

If the student's parent DOES NOT want the student's name, photo, or work published electronically, parents must communicate this request in writing. Requests must be submitted annually.

For additional policies regarding acceptable technology usage and programming please reference the following DeKalb County Central United School Districts Board Policies:

7540.01  
7540.02  
7540.03  
7540.06  
7542

## **TEAM NAME, COLORS & SONG**

### **Team Name**

BARONS

### **School Colors**

RED – BLACK

### **School Song**

Go ye Barons of DeKalb!  
Wave your banners, show your pride.  
Cheer for victory for your side.  
Should we falter, Cheers may turn the tide.  
Red, White and Black are colors of our team.  
Our mighty Barons fight to reign supreme.  
Shout for the glory of our own DeKalb.  
Go, fight, win!  
Fight ye Barons of DeKalb!  
Raise the score and win this game.  
Victories will bring you fame.  
Win or lose, proud Barons we remain!  
Red, White, and Black are colors of our team.  
Our mighty Barons fight to reign supreme.  
Shout for the glory of our own DeKalb.  
Go, fight, win! GO BARONS!!

## **TELEPHONES, WIRELESS DEVICES AND PERSONAL COMMUNICATION DEVICES**

### **Use of School Telephones**

DeKalb Middle school phone number is 260-920-1013.

Students are permitted to use the office phone in emergency situations only.

IN CASE OF ILLNESS, OFFICE PERSONNEL WILL MAKE THE CALL FOR YOU.

Students will not be called from class to the telephone except in cases of an emergency call from the parents.

### **Wireless Devices and Personal Communication Devices**

Possessing and/or using a wireless electronic device and/or a personal communication device (PCD) which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computers, digital cameras, and/or gaming devices in a manner which constitutes interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene is strictly prohibited. Students may not use wireless devices or their PCDs in any way that reasonably might create in the mind of another person an impression of being threatened, humiliated, embarrassed, or intimidated.

This school rule and/or policy is not violated when the student has a) been given permission from a teacher to use a wireless device for educational purposes during instructional time; b) to use a wireless device in an emergency or to manage the student's health care; c) to use a wireless device as part of the student's Individual Education Plan (IEP) or 504 Plan.

Violations of this rule may result in disciplinary action and/or confiscation of the wireless PCD. School administration will also refer to law enforcement or child protection services if the violation involves illegal

activity. In addition to being disciplined, students who use a wireless electronic device in a manner which violates this rule may have the device confiscated by school administration. Such a device will be returned to the parent/guardian.

Possession of a personal communication device at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this rule or policy.

Students are personally and solely responsible for the care and security of their personal communication devices. The school assumes no responsibility for theft, loss, or damage to, misuse, or unauthorized use of a PCD brought onto its property.

### **VIDEO SURVEILLANCE – BOARD POLICY 7440**

Through this policy, the School Board provides notice to all students, the public, and its employees of the use of video surveillance and electronic monitoring in order to protect Corporation property, promote security, and protect the health, welfare, and safety of students, staff, and visitors.

### **VISITORS AND VOLUNTEER**

**Please inform your parents of this process if they wish to visit or volunteer at DMS:**

**Step 1:** Contact the main office at DMS at 260-920-1013.

**Step 2:** Regardless of whether you would like to volunteer to help in a classroom or simply visit a student during lunch, ALL Volunteers AND Visitors must complete the **Volunteer/Visitor Application**. This includes a limited background check. **Applications must be submitted annually (each school year). This application is available online at the district website.**

**Step 3:** An **Expanded Criminal History Check** should be purchased for \$16.95 by ANY individual wishing to work or interact with students who at times may **not** be under the supervision of a teacher or school representative. ANY volunteer wishing to attend a field trip **MUST** complete the EXPANDED CRIMINAL HISTORY CHECK. Expanded Criminal History checks must be completed at least two weeks prior to the date you wish to volunteer.

After completing the online check, volunteers should allow at least two weeks for the results to be available to DeKalb Central Schools. A copy of the results will be mailed to the individual by the district. Once results are received, the volunteer's application will be approved or denied by both the building principal and the superintendent.

Raptor – Upon entering a district building, visitors will be asked to present a valid state-issued ID, which will be scanned into the Raptor system. The Raptor system will run a background check on any visitor. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of the visit. Your ID and car keys will be left in the main office and returned when your visit has ended.

A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the main office or pick up paperwork of any kind. In the event that a person does not have identification, he/she will not be able to access the building.

### **WEATHER ANNOUNCEMENTS**

If it becomes necessary for schools to be closed or delayed due to bad weather, the announcement will be made over various local news outlets, Facebook, ParentSquare, and X (Twitter). The school will also contact you via the "One-Call" system. Please check with news sources as an alternative to calling the school.

### **WELLNESS POLICY**

The DeKalb County Central United School District Board of School Trustees recognizes that good nutrition and regular physical activity affect the health and well-being of the Corporation's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

### **WITHDRAWAL**

Parents of students withdrawing from school should contact the Principal's office and complete the withdrawal paperwork.

**DMS DAILY SCHEDULES**

<b>MONDAY and THURSDAY - A DAY</b>		<b>TUESDAY and FRIDAY - B-Day</b>	
<b>Period</b>	<b>Time</b>	<b>Period</b>	<b>Time</b>
1	8:10 - 9:45	2	8:10 - 9:45
3	9:50 - 11:25	SST	9:50 - 11:25
5	11:30 - 1:40	4	11:30 - 1:40
1st Lunch	11:30 - 12:00	1st Lunch	11:30 - 12:00
2nd Lunch	12:05 - 12:35	2nd Lunch	12:05 - 12:35
3rd Lunch	12:40 - 1:10 Go back to 5th after lunch	3rd Lunch	12:40 - 1:10 Go back to 4th after lunch
7	1:45 - 3:20	6	1:45 - 3:20
<b>2-Hour Delay for Mon/Thurs</b>		<b>2-Hour Delay for Tues/Fri</b>	
<b>Period</b>	<b>Time</b>	<b>Period</b>	<b>Time</b>
1	10:10 - 11:15	2	10:10 - 11:15
5	11:20 - 1:00	4	11:20 - 1:00
1st Lunch	11:20 - 11:50	1st Lunch	11:20 - 11:50
2nd Lunch	11:55 - 12:25	2nd Lunch	11:55 - 12:25
3rd Lunch	12:30 - 1:00	3rd Lunch	12:30 - 1:00
3	1:05 - 2:10	SST	1:05 - 2:10
7	2:15 - 3:20	6	2:15 - 3:20
<b>Wednesday Schedule</b>		<b>2-Hour Delay on a Wednesday</b>	
<b>Period</b>	<b>Time</b>	<b>Period</b>	<b>Time</b>
1	9:10 - 9:52	1	10:10 - 10:41
2	9:57 - 10:39	2	10:46 - 11:17
3	10:44 - 11:26	3	11:22 - 11:53
4	11:31 - 1:01	5	11:58 - 1:28
1st Lunch	11:31 - 12:01	1st Lunch	11:58 - 12:28
2nd Lunch	12:01 - 12:31	2nd Lunch	12:28 - 12:58
3rd Lunch	12:31 - 1:01	3rd Lunch	12:58 - 1:28
5	1:06 - 1:48	4	1:33 - 2:05
6	1:53 - 2:34	6	2:10 - 2:42
7	2:39 - 3:20	7	2:47 - 3:20
NO SST	NO SST	NO SST	NO SST