

## HANDBOOK REPLY FORM

Please complete the form below and return it to the main office as soon as possible. The failure of a parent, legal guardian or student to sign the form has no effect upon the enforcement of the disciplinary policies.

We have received the 2010-2011 Wilbur Wright Middle School Handbook and have reviewed the disciplinary policy and extracurricular pledge for Wilbur Wright Middle School.

Student Name: \_\_\_\_\_

Parent/Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

# WILBUR WRIGHT MIDDLE SCHOOL

8650 Columbia Ave.  
Munster, Indiana 46321

Phone No: 219-836-6260

Fax No: 219-836-0501

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

*Dave Knish • Principal*  
*Timothy Sopko • Assistant Principal*  
*Sarah Szarmach • Dean of Students*

*Guidance Office*  
*836-3230*  
*Julie Johnson- Student A-K*  
*Kathy Olivotto- Students L-Z*

#### **Board of School Trustees**

Mr. John Friend  
Mrs. Judith Florczak  
Mrs. Mary Yorke  
Mrs. Paula Nellans  
Mrs. Carrie Wadas

#### **Superintendent**

Mr. William Pfister  
**Assistant Superintendent**  
Mr. Richard Sopko  
**Assistant to the Superintendent**  
Mr. Randy Harkabus  
**Dir. Instr. Programs & Assessment**  
Mrs. Maureen Stafford

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

# WWMS REGULAR SCHEDULE

(MONDAY, TUESDAY, WEDNESDAY, FRIDAY)

7:40	Entrance Bell
7:48-8:33	Period 1
8:38-9:23	Period 2
9:28-10:13	Period 3
10:13-10:43	Lunch - 6 <sup>th</sup> Grade
10:48-11:33	Period 4 - 6 <sup>th</sup> Grade
11:38-12:23	Period 5 - 6 <sup>th</sup> Grade
10:18-11:03	Period 4 - 7 <sup>th</sup> Grade
11:03-11:33	Lunch - 7 <sup>th</sup> Grade
11:38-12:23	Period 5 - 7 <sup>th</sup> Grade
10:18-11:03	Period 4 - 8 <sup>th</sup> Grade
11:08-11:53	Period 5 - 8 <sup>th</sup> Grade
11:53-12:23	Lunch - 8 <sup>th</sup> Grade
12:28-1:13	Period 6
1:18-2:03	Period 7
2:08-2:38	Study Hall

# WWMS LATE START SCHEDULE (THURSDAY)

8:07	Entrance Bell
8:15-8:57	Period 1
9:02-9:44	Period 2
9:49-10:31	Period 3
10:31-11:01	Lunch - 6 <sup>th</sup> Grade
11:06-11:48	Period 4 - 6 <sup>th</sup> Grade
11:53-12:35	Period 5 - 6 <sup>th</sup> Grade
10:36-11:18	Period 4 - 7 <sup>th</sup> Grade
11:18-11:48	Lunch - 7 <sup>th</sup> Grade
11:53-12:35	Period 5 - 7 <sup>th</sup> Grade
10:36-11:18	Period 4 - 8 <sup>th</sup> Grade
11:23-12:05	Period 5 - 8 <sup>th</sup> Grade
12:05-12:35	Lunch - 8 <sup>th</sup> Grade
12:40-1:22	Period 6
1:27-2:09	Period 7
2:14-2:45	Study Hall

## **WWMS VISION, MISSION AND BELIEF STATEMENTS**

### **Vision**

WWMS is a learning environment that:

- Meets the educational needs of a culturally diverse population.
- Provides a variety of meaningful experiences.
- Guides all students in their transition toward a responsible adulthood.

### **Mission**

Wilbur Wright Middle School, in cooperation with the Munster community, supports every student in acquiring the knowledge, skills, and attitudes necessary to reach their full potential. We provide an educational program of the highest standards that empowers students to be life-long learners.

### **Beliefs**

We believe:

1. learning is a shared responsibility between students, teachers, parents, and members of the community.
2. excellence in schools must be developed through high standards and high expectations.
3. the curriculum is a rigorous one and is aligned with state and local standards.
4. problem solving and critical thinking skills are essential for student success academically and throughout life.
5. a safe and caring environment is needed to meet the unique developmental needs of early adolescents.
6. all students can learn, achieve, and succeed.
7. all students should have access to appropriate resources including technology
8. all students are encouraged to be life long learners.

## WWMS School Improvement Goals

### ***Student Goal #1:***

All WWMS students will improve their writing skills and apply these skills across the curriculum.

## 6 TRAITS + 1

### **Ideas:**

The ideas are the heart of the message, the content of the piece, the main theme, together with the details that enrich and develop that theme.

### **Organization:**

Organization is the internal structure of a piece of writing, the thread of central meaning, the logical and sometimes intriguing pattern of the ideas.

### **Voice:**

The voice is the heart and soul, the magic, the will, along with the feeling and conviction of the individual writer coming out through the words.

### **Word Choice:**

Word choice is the use of rich, colorful, precise language that moves and enlightens the reader.

### **Fluency:**

Sentence fluency is the rhythm and flow of the language, the sound of word patterns, the way in which the writing plays to the ear - not just to the eye.

### **Convention:**

Conventions are the mechanical correctness of the piece - spelling, grammar and usage, paragraphing, use of capitals, and punctuation.

### **+1 Presentation:**

Presentation zeros in on the form and layout of the text and its readability: the piece should be pleasing to the eye.

## EMERGENCY PROCEDURES

### ***School Cancellation***

In case of **severe weather, mechanical breakdown, or other emergencies** which may cause the closing of school, an official announcement will be made over Radio Station WJOB (1230 AM), Z107 (107.1 FM), Radio FM (105.5 FM) and WAKE (1500 AM). ***In addition, the announcement will be posted on our school corporation web page, <http://www.munster.k12.in.us>, and will be announced on each school's telephone system.***

If an instructional day is canceled, a make up day will be scheduled to comply with Indiana Code 20-10.1-2-1.

### ***Fire***

The fire alarm is a loud, continuous sound. Additionally, lights will be flashing throughout the building. Teachers will explain which exit students should use. Students should walk quickly and quietly to the area designated by the teacher. These directions are posted in each room. Class groups **MUST** remain quiet and stay together so the teacher can take attendance. Any students not in a classroom at the time of a fire drill should exit through the nearest door. Students who violate fire drill regulations will be disciplined.

### ***Tornado***

Students will be notified via the school intercom when an alert is in effect. A disaster plan for taking shelter has been developed. Directions are posted in each room. The teacher will direct students to the designated area. The all-clear signal will be given verbally over the intercom. In order to listen for further instructions, students should remain quiet. Students who violate tornado drill regulations will be disciplined.

### ***Lock Down***

A Lock Down will be announced when movement inside the building needs to be limited due to a medical emergency or behavior situation. It may also be used if there is a disturbance outside the building. Teachers will explain Lock Down procedures to students. Students in the hallway or restroom must proceed immediately to the nearest classroom or office. No guests will be allowed inside the building until the Lock Down ends.

### ***Code Red***

A Code Red will be announced in certain emergency situations. Teachers will explain Code Red procedures to students. Students must carefully follow all Code Red Procedures. Students in the hallway or restroom must proceed immediately to the nearest classroom or office. Cell phones should not be used in this emergency situation.

**This handbook provides key provisions of board policy. The board policy manual should be consulted for the full text of a particular policy. If the provisions of the handbook contradict board policy, the board policy prevails.**

## **GENERAL INFORMATION**

### **ARRIVAL/DISMISSAL**

In the morning, students should enter the building through the front doors, cafeteria doors, or North Entrance Door D and report to the cafeteria. Visiting classrooms or stopping at lockers is not permitted.

Student should arrive for all classes on time. Running is not permitted in the hallway.

At dismissal, all students must exit through the front doors or cafeteria doors (bus riders only). If students are not involved in an after-school activity, they must be picked up by 3:00 p.m. If an issue occurs and a parent cannot be at school by 3:00, the parent must call the school office.

### **AGENDA**

1. Students must have either a School Agenda or a pass when they are in the halls.
2. Students must take the School Agenda to all classes. Replacements for lost School Agendas can be purchased in the Guidance Office.
3. Students will use the School Agenda to record assignments daily.

### **BICYCLES**

Bicycles should be locked while they are in the rack. The school is not responsible for theft or damage to bicycles. Students may register their bicycles in the main office. Students may not ride motorized vehicles on school grounds.

### **BULLYING/HARASSMENT**

It is the policy of the School Town of Munster to maintain a learning and working environment that is free from sexual, racial, and ethnic harassment. Students who harass and/or bully other students, teachers or staff members through overt, repeated acts or gestures will be subject to disciplinary action. These actions include verbal or written communication transmitted, physical act committed, or any other behavior committed by a student or group of students with the intent to harass, ridicule, humiliate, or harm the other student or staff. The procedures adhered to will be those defined in the School Town of Munster Board Policy 3362, (full text is available online at <http://www.neola.com/munster-in/>).

Bullying means overt, repeated acts or gestures including:

1. Verbal or written communications, including Internet (cyber bullying)
2. Physical acts
3. Any other behaviors committed by a student or group of students against another with the intent to harass, ridicule, humiliate, intimidate, or harm another students

### **BUSES**

Riding a bus to school is a privilege. Students must have a bus pass in order to ride the bus. All school rules apply as well as special safety rules. Students are not to stand or move from seat to seat. Students are to enter and leave the bus only when it comes to a complete stop and must obey all instructions of the bus driver.

## **CAFETERIA**

During the lunch period students must remain in the cafeteria unless given permission to go elsewhere. Food cannot be taken out of the cafeteria. Students are responsible for maintaining a clean area. They should return lunch trays to the proper area and place disposable items in provided trash containers. Students may not enter instruction areas until the bell rings.

Parents are encouraged NOT to drop off fast food items for student consumption. Students are not allowed to order food to be delivered to school at lunch time or after school.

Three main event lines offer the main entrees listed on the menu. A soup and sandwich bar and a specialty bar are available daily. Students may bring lunch from home. Ala carte items such as milk, juice, bottled water, ice cream, yogurt, cheese sticks and cookies may also be purchased. Three week cycle menus are set each semester and are posted on the School Town's webpage NUTRITION & FOOD SERVICE tab [www.munster.k12.in.us](http://www.munster.k12.in.us) and are printed in the Glider Newsletter.

## **Prepaid Lunch Accounting System**

- Students may pay cash daily in the lunch line or use their prepaid account for cafeteria purchases (hot lunch and ala carte items). Students are responsible for their lunch account balance.
- Students must carry their lunch card daily (or cash) or wait until the end of the lunch line.
- While purchasing lunch students may deposit money on their account. Parents may write checks payable to WWMS. No change will be returned from a lunch account deposit. Parents may create a secure online account where they can pay for lunch via a charge card. Visit: [www.PayForIt.net](http://www.PayForIt.net) for information. An internet convenience fee is charged for each transaction and is displayed separately when you process a transaction.
- The ALTERNATIVE LUNCH POLICY (cheese sandwich, fruit cup and juice) goes into effect after three (3) lunch charges. Students will receive the Alternative Lunch until their account returns to the positive. All charges must be repaid.
- All students receive an I.D. card issued from the school with their school picture. If students lose their I.D. card, replacement cards must be purchased from the Cafeteria Supervisor. New cards are made only twice a month. Be responsible with your lunch card.
- In an emergency, students may charge "lunch only". Only three (3) "lunch only" charges are permitted and students will be denied further charges.
- All lunch charges must be repaid before the last day of school.

## **CHANGE OF ADDRESS**

A parent/guardian should inform the Guidance Office immediately, if his/her address or telephone number has been changed.

## **DANCES**

School dances are held for the enjoyment of our students. Guests are not permitted. Students will not be allowed to enter the dance without their student ID. Once a student comes to the dance they will not be permitted to leave until the end, unless a parent comes into the school to pick up their child. Students who are not in good academic or behavioral status may not be allowed to attend.

## **DRESS**

We believe in providing a learning environment that focuses on the education of each student. In order to prevent distractions that may prevent an optimal setting for learning, students must follow these guidelines:

- Garments should not be flimsy or transparent. Undergarments should not be displayed.
- Clothing that permits display of the midriff, navel, or bare shoulders are not permitted. This includes but is not limited to cutoff t-shirts, halters, and tube tops. Shirts must have sleeves. No low-cut clothing is allowed. There should be no visible chest or cleavage.

- Garments that have pictures and/or writing that is vulgar, suggestive, indecent, or otherwise offensive are not permitted. This includes drugs, alcohol, or tobacco logos.
- Garments should not be excessively short. (Test: when up straight, with hands at the side, clothing should come to where the fingertips land).
- Garments should not be excessively tight. If students are wearing leggings, the outer clothing (shirt, skirt, or shorts) must come to where the fingertips land when standing up straight with hands at the side.
- All pants must be worn at the waist.
- Apparel and/or jewelry that could be harmful or cause injury are unacceptable. Chains on clothing are not to be worn.
- Hats and sweatshirt hoods are not to be worn in the building.
- Pajamas are inappropriate for the educational setting and should not be worn to school.
- Excessive tattered or torn clothing is not permitted.
- Coats, jackets and outdoor attire are to be placed in lockers at the beginning of the day. Coats are not to be worn during the school day.

## **ELECTRONIC DEVICES**

Students are encouraged to leave all electronic devices at home. By bringing these devices on school grounds students give the school administration consent to access voicemails, text messages, call logs, picture galleries, memory cards etc. to determine ownership (if lost) or when there is reason to believe they contain evidence of a school-rule or law violation.

All electronic devices of any type must be turned off and secured out of sight from entering the building until the conclusion of the school day (2:38 pm). Failure to follow this policy will lead to devices being taken by the staff or the school administration, parents being notified and disciplinary action being taken. The school is not responsible for missing items.

**CELLULAR PHONES** of any type must be turned off and secured out of sight from entering the building until the conclusion of the school day (2:38 pm). Consequences are as follows:

1<sup>st</sup> offense: Device is confiscated and student is issued a warning. Student may pick up phone from the office at the end of the day.

2<sup>nd</sup> offense: After School Detention. Parent must pick up phone from the office or student may pick up after seven days.

3<sup>rd</sup> offense: Friday Detention. Parent must pick up phone from the office or student may pick up after seven days.

4<sup>th</sup> offense: In-School Suspension. Parent must pick up phone from the office or student may pick up after seven days.

Subsequent offenses will lead to further disciplinary action.

## **GUESTS**

Student guests are not permitted. Parents and all other adults must register in front of the main office and obtain a visitor's pass. Parents must prearrange meetings with teachers.

## **GUIDANCE**

Students are assigned to a counselor by the first letter of the student's last name. Students may talk with a counselor about problems, educational plans, and goals. In addition, the guidance department provides social work services, which provide individual and group counseling. Students may get a pass from a member of the staff or fill out a request form in the Guidance Office. In the case of an emergency, a counselor will see a student immediately. The guidance department has a link on the school website with current information. You may contact the guidance office at 836-3230.

## **HEALTH SERVICES**

A registered nurse is in the Nurse's office daily. Her responsibilities include taking care of students who become injured or ill at school until the parents or guardian can be contacted. She also dispenses medication and assists in directed treatments as prescribed by physicians and parents/guardians. The nurse is not responsible for providing care for injuries that did not occur at school and should not be used in place of a physician.

A student must have a hall pass from his/her current classroom teacher to see the nurse. A student may not call or text home on their cell phone if they are ill. They must go see the nurse to be evaluated. In an emergency situation, the teacher is to immediately send a student to the nurse or call for wheelchair assistance. Whenever a student needs assistance he/she is to be sent with another student. The teacher will call and notify the nurse to await their arrival.

**Administration of Medications: NO STUDENT IS PERMITTED TO HAVE ANY MEDICATION IN HIS/HER POSSESSION DURING THE SCHOOL DAY UNLESS AUTHORIZED IN WRITING BY HIS/HER PHYSICIAN.** This ruling is for the safety of all students.

**Prescription Medications:** A prescription form must be completed by a student's physician indicating name of medication/treatment, dosage, frequency and indications. On the same form is the parental/guardian authorization. BOTH signatures are required. At the bottom of the authorization form is the area needed to be completed by physician, parent/guardian and student in order to be able to carry medication during school. All medications are stored in a locked cabinet in the nurse's office. The only exceptions are emergency medications and inhalers needed by students participating in after extra-circular activities after school.

**ALL MEDICATION NEEDS TO BE BROUGHT TO NURSE'S OFFICE IN THE ORIGINAL CONTAINER CLEARLY MARKED WITH THE NAME OF THE MEDICATION, AMOUNT, FREQUENCY, AND STUDENT'S NAME.**

**Over-the-Counter Medications:** An over-the-counter medication permission slip must be filled out by parent/guardian before medications are given at school. These medications normally are given for the occasional headache, stomachache, cramps, dental discomfort, or other infrequent discomforts. These also need to be sent in the original container marked with student name, dosage, and frequency. For those students that need a one time only dose of an over-the-counter medication, the nurse may call to see if the parent wishes medication to be given from the school stock supply. A faxed note from the parent will be accepted in this case.

**Physical Examinations:** All incoming 6<sup>th</sup> grade students as well as new students in grades 7<sup>th</sup> and 8<sup>th</sup> are required to have a physical examination. Sports physicals are required yearly for students in the 7<sup>th</sup> and 8<sup>th</sup> grades planning to participate in poms, cheerleading, basketball, track, football, tennis, wrestling, cross country, golf, soccer, and fitness training. Students in the 6<sup>th</sup> grade will have the boxes at the bottom of the physical marked by his/her doctor clearing them for stated sports. These forms are to be dated after May 1<sup>st</sup> and need to be turned into the nurse by the first day of school. No student shall be permitted to attend school for more than 20 days without proper immunizations.

## **HOMEWORK**

Homework reinforces classroom instruction. As a result, students can expect homework daily. At times, homework will consist of written work and/or studying in preparation for upcoming tests. At other times the homework could involve a project due over a longer period of time. When absent, dial the Homework Hotline after 4:00 P.M. to find out about missed work. The Homework Hotline can only be accessed by calling the school at 836-6260.

After three (3) or more days of consecutive absences, the PARENT calls the Guidance Office to request homework, which may be picked up in the Guidance Office after school (before 3:30). Homework sent home should be returned completed the day the student returns to school unless the teachers give an extension. Students are responsible for make-up work.

If a teacher notices that a student is missing an excessive amount of work, they may recommend him/her for Friday School, which lasts until 4:00PM.

## **LOCKERS**

When a locker does not open properly, the student should ask for a pass to the Main office to explain the problem. Students are reminded that "presetting" their locker combination makes the contents of their lockers accessible to all.

Students are not to share lockers with other students and are held accountable for school equipment assigned such as locker and books. If students tamper, open, or remove items from any locker other than the student's own without proper authorization, a disciplinary action will result. Students should always leave their lockers locked. Students are assigned a locker, and according to Indiana State Law, school lockers are the property of the school. School authorities have a responsibility and right to examine the contents of lockers for reasons of health, safety, and security. Acceptance of a locker by a student admits this right. Locker inspections and searches may be done during the school year.

Lockers should be kept clean and neat. Do not stick any items on or in the locker that cannot be removed. Do not kick or force the locker closed. Valuable items should be left at home. In the event an assignment would involve valuable equipment brought from home, this property should be left with the teacher or in the office until the end of the day. The school is not responsible for loss or damage of personal property.

#### **How to open your locker** - Example: R #39 L #19 R #7

- Turn the dial a few times before using combination.
- Turn the dial to the **right** until coming to the first number. Then stop at it the next time it comes up (in this case #39).
- Turn the dial **left** to the second number. Pass the second number once, and stop when coming to it again (in this case #19).
- Turn the dial **right** until reaching the third number and stop (in this case #7).
- Pull up on the handle.

#### **LOST AND FOUND**

Lost articles are taken to the Main Office where they can be identified and claimed by their owners. Articles left in the lost and found after a period of time are donated to a charity organization.

#### **MEDIA CENTER**

Students need a pass to use the Media Center during the school day or during lunch hours. The pass may be obtained from a teacher, the librarian, or a cafeteria supervisor. Once students enter the Media Center, they must sign in and sign out at the check out desk.

#### **POWER PARENT**

Parents have internet access to important student information provided through Power Parent software. Parents can access grades, assignments, attendance, health records, and other school information. Parents will be assigned a user ID and password so they can login to the Parent Portal, which is located on the school website.

#### **PEST CONTROL**

The School Corporation is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. The procedures adhered to will be those defined in the School Town of Munster Board Policy 8432, (full text is available online at <http://www.neola.com/munster-in/>).

#### **PHYSICAL EDUCATION**

All students participating in P.E. class must wear a uniform. Uniforms can be purchased in the main office. Students must provide their own one-piece bathing suit during swimming.

A student, who for medical reasons, cannot participate in P.E. must have a doctor's note or parent note stating the reason for the exclusion. A student may be excused for a maximum of 3 days per quarter. A doctor's note is required for injuries or illnesses lasting longer than 3 days. If a student cannot participate in PE, they will not be able to participate in any extra-curricular events that day.

A student may be required to do written work, assigned by the teacher, for days missed due to medical exclusions, excused absences from participating in class, or absences from school.

To insure the safety of our students, it is a requirement that all jewelry be removed when participating in P.E. The only exception will be newly pierced stud earrings if they are completely covered with tape. Spray deodorant/body sprays are not permitted in school.

## **PROGRESS REPORTS**

Progress reports will be sent home with all students halfway through the nine week grading period.

## **RETENTION**

A student will be retained if he/she receives a final grade of F in two or more of the following courses:

- Language Arts
- Mathematics
- Reading
- Science
- Social Studies

## **SPECIAL EDUCATION**

Westlake Special Education Programs are available for all students who are eligible for services. Services are available for all students who are experiencing difficulties in the school setting. Referrals may be made through the building principal, teacher, counselor, parent or student.

## **SUBSTITUTE TEACHERS**

It is important that students treat substitute teachers with the same respect and courtesy as the regular classroom teacher. Students that do not treat substitute teachers with respect will be subject to the same disciplinary procedures as if it were a regular classroom teacher.

## **TELEPHONE**

Except in the case of an actual emergency, students are not permitted to place telephone calls using the classroom telephones. Students needing to make telephone calls to parents for transportation or other school related issues should report to the main office.

## **ATTENDANCE POLICIES AND PROCEDURES**

**Irregular attendance is one of the chief causes of poor work and failure. Carelessness in attendance frequently leads to carelessness in habits of study and work. The responsibility for a student's school attendance is with the student and his/her parents. All students are expected to attend regularly and be on-time for all classes.**

Students receive excused absences for illness, death in the family, and religious holidays. The administration, under state law, reserves the right to determine whether absences from school for reasons other than illness, family death, or religious holiday are justifiable and, therefore, excused. When a student is absent, the PARENT notifies the office by 9:00 A.M. on each day of the absence. When returning to school, students must bring a written excuse signed by a PARENT before going to the first class of the day. In order to participate in an extracurricular activity, students must be in class one half of the school day of the activity. Any student who accumulates more than ten (10) absences in one semester must provide a doctor's verification. Students who do not provide a doctor's verification will be required to attend a meeting with the parent, a school administrator, and guidance counselor.

Indiana Code 20-33-2-11 provides that any person, while of the ages of 13 and 14, who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18, or attendance record has improved as determined by the school board upon review of the student's record.

**Makeup work** - When a student returns to school, he/she will make up the work within the same number of days as the absence. For example, if a student is absent two days, he/she has two days in which to make up the material. Any time extensions are at each teacher's discretion.

**Unexcused absences** - For an unexcused absence, students will not be permitted to make up the class work for credit.

**Suspensions** – If a student is suspended from school, he/she will be allowed to make up the class work for credit. If a test is given during a suspension, students will take the test the day of return to school or shortly thereafter at the teacher's discretion.

**Planned family vacations** - Parents should avoid planning vacations when school is in session. The PARENT must submit a note prior to the trip for an excused absence. If no note is submitted prior to the trip, the absence is unexcused, and missed work may not be made up. Students should pick up homework assignment sheets for each class before the trip in the main office, give an assignment sheet to each teacher and pick up the completed assignment sheet before departure. The assignments must be completed when the student returns.

**Early dismissal** - The PARENT will send a note stating the time and reason for the early dismissal. Students will get an early dismissal slip upon submitting the note to the attendance secretary. Students should show the teacher this slip upon entering the class he/she will be leaving early. A PARENT is required to sign a student out of school. If the student returns to school that day, he/she will report to the office before going to class.

**Tardiness** - If a student is tardy to school in the morning, he/she must report to the office for a tardy admit slip before going to class. The general school tardy policy is as follows:

- 1<sup>st</sup> offense: Warning
- 2<sup>nd</sup> offense: Warning
- 3<sup>rd</sup> offense: Lunch Detention
- 4<sup>th</sup> offense: After School Detention
- 5<sup>th</sup> offense: Friday Detention
- 6<sup>th</sup> offense: In-School Suspension
- 7<sup>th</sup> offense and beyond: Out-of-School Suspension

## ACADEMICS

**Students are expected to maintain passing grades in all subject areas. We urge parents to track their child's progress through Power Parent and to contact any teacher or guidance counselor if they have any questions or concerns.**

**Grading System** - The letter grades A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, NG, and I are used for all students in all academic areas.

Standardized Grading Scale:

100 – 93%	A
92 – 90%	A-
89 - 87%	B+
86 – 83%	B
82 – 80%	B-
79 – 77%	C+
76 – 73%	C
72 – 70%	C-
69 - 67%	D+

66 - 63%	D
62 - 60%	D-
59% or below	F
No Grade	NG
Incomplete	I

An Incomplete (I) for a grading period needs to be made up within 4 weeks from the end of that grading period. After that time, the grade becomes an F.

STUDENTS WHO ARE FAILING ONE OR MORE CLASSES MAY BE EXEMPT FROM FIELD TRIPS, SPECIAL PROGRAMS OR OTHER SCHOOL ACTIVITIES.

### **HONOR ROLL**

An Honor Roll will be determined at the end of each 9 week grading period.

#### Honor Roll Guidelines

- To be on the High Honor Roll, a student must earn all A's or A's and one (1) B.
- To be on the Honor Roll, a student must earn no grade lower than a B in all classes.
- If a student receives a U in conduct, he/she is not eligible for the Honor Roll.

### **HONORS PROGRAM**

WWMS provides a differentiated program composed of several options for identified students. Options in grades 6-8 include honors classes in reading, language arts, math, and science. Honors Art is an option for qualified students in grades 7 and 8. Students must meet the requirements detailed in the School Town of Munster Identification Handbook for high ability exceptional learners. The curriculums for all honors classes are available on the School Town of Munster website.

The ongoing process for identification and selection of gifted/talented students utilizes broad-based, multi-dimensional, and bias-free procedures.

## **Extracurricular Participation**

To sign up or try out for an activity, students should listen to the announcements for call-out meetings. All student athletes, pom-pons and cheerleaders must have a physical examination form on file dated after May 1 of the current school year. Participants must maintain a D average or better in all classes with no F in any subject; and he/she may have no more than one (1) U in behavior. If a student fails to meet either of these standards, he/she will be placed on probation until the next grade check. If the student's grades have not improved, he/she may be excused from the activity at the coach's or sponsor's discretion. Grade checks will be done after progress reports and end of quarter grades are available.

### **WILBUR WRIGHT MIDDLE SCHOOL EXTRACURRICULAR PLEDGE**

Extracurricular participants are required to live and conduct themselves according to the rules listed in the "SCHOOL TOWN OF MUNSTER RULES AND STANDARDS OF STUDENT CONDUCT." Additionally, students are required to sign the "Wilbur Wright Middle School Extracurricular Activity Pledge," which is a year-round pledge, not a seasonal pledge. Upon signing the pledge, students will receive a copy of the policy governing adherence to the pledge.

Policy adopted: 6/12/89

Policy revised: 4/26/93

**ACADEMIC SUPERBOWL** - Academic Superbowl is an academic competition that focuses on a time period in history and consists of four disciplinary teams: English, social studies, math and science. These teams of five students compete at an invitational and regional level, answering multiple-choice questions. At the end of the

regional competition, the teams are ranked on a state level. The team selection process is a try-out. Sixth, seventh and eighth grade boys and girls are welcome to try-out. The team meets from January to the end of April.

**ART CLUB** - Art Club gives students an additional opportunity to work on art-related activities. This activity is open to all 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade boys and girls, and runs from November through the end of the school year.

**BASKETBALL (Boys)** - A team is chosen to represent Wilbur Wright Middle School in interscholastic competition against local neighboring schools. The selection process is by try-out. This activity is open to 7<sup>th</sup> and 8<sup>th</sup> grade boys, and runs from mid-October to December. A sports physical is required.

**BASKETBALL (Girls)** - The girl's basketball season begins in early January and runs through the end of February. The program stresses fundamental basketball skills and teamwork. The selection process is by try-out and is open to 7<sup>th</sup> and 8<sup>th</sup> grade girls. Try-outs are held in December. A sports physical is required.

**BASKETBALL (Intramural)** - Intramural basketball is available for girls and boys in grade six. This activity runs from January to February. A sports physical is required.

**CHEERLEADING** - The 7<sup>th</sup> and 8<sup>th</sup> grade cheerleading squads cheer at football games and boys basketball games. They also cheer at pep sessions, perform in the town 4<sup>th</sup> of July parade and attend cheer camp in the summer. The selection process is by try-out. This activity is open to 7<sup>th</sup> and 8<sup>th</sup> grade girls and runs from August to July. A sports physical is required.

**CHESS CLUB** - Chess Club is open to 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders at the middle school. All levels of chess players are welcome to join, even if you are interested in learning how to play. Participating in individual and team tournaments is an option, but not a requirement. The Chess club meets one night per week in the evening throughout the majority of the school year. Tournaments take place on several Saturdays throughout the year.

**COMPUTER CLUB** - Computer club promotes and expands the interests and skills of computer club members. This activity is open to all 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade boys and girls and runs from September to May. This club also maintains the middle school web site. The selection process for this club is through teacher recommendation.

**CROSS COUNTRY** - Cross country involves three grade level boys' teams and a girls' team. The 8<sup>th</sup> grade boys run 3km and all others run 2km in meets versus area schools. All students who sign up will participate. This activity is open to 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade boys and girls, and runs from late August to October. A sports physical is required.

**DRAMA** - This group is responsible for the school production both in terms of acting and working on all technical aspects of a theatrical production. The selection process is by try-out. This activity is open to 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade boys and girls and begins in the spring.

**ENVIRONMENTAL SCIENCE CLUB:** The environmental science club will have the opportunity to advocate environmental awareness, discuss issues that affect our surroundings, and recycle. We will meet once a week from 2:45 to 3:30 in room A10. Any student in grades 6-8 is welcome.

**FITNESS TRAINING** – This activity promotes awareness of muscle groups and proper lifting techniques. Activities include warm up, cool down, cardiovascular training and supervised workouts. There is no power lifting. This activity is open to all 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade boys and girls and runs from Mid-January through February. A sports physical is required.

**FOOTBALL CLINIC** - Seventh grade football is a way for a student to start out his football career and learn the basic skills of tackle football supervised by trained coaches. This activity is open to all 7<sup>th</sup> grade boys and runs from March to April. A sports physical is required.

**FOOTBALL (8<sup>th</sup> grade)** - This activity is contact football in a seven game schedule that is open to all 8<sup>th</sup> grade boys and runs from August to October. A sports physical is required.

**HONORS CHOIR** – The honors choir meets on a weekly basis with four concerts per year and several other performance opportunities including competing at Great America and at ISSMA competitions. They also have performed at a Gary Railcats game, Hartsfield Village, and a Valparaiso University basketball game. This group is by audition-only and is open to 6<sup>th</sup>-8<sup>th</sup> graders. Auditions are held in May.

**JAZZ BAND** - The jazz band meets on a regular basis for the development of jazz skills. Jazz band develops an appreciation for the art of jazz and allows for individual creativity through improvisation. The selection process is by try-out. This activity is open to 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade boys and girls and runs year round.

**LEGO ROBOTICS** - Lego club promotes teamwork to construct and program robots to perform various challenges. This club also promotes interest in engineering concepts. This club meets two times per week in the evenings in preparation for the Lego League competition that takes place at the end of November. Qualifying teams will also be given the opportunity to compete in the State competition in December.

**NEWSPAPER** - Students will work on publishing four newspapers per year. The ability to take pictures is a plus. Selection is by sponsor and is based on writing, typing and computer skills. This activity is open to 7<sup>th</sup> and 8<sup>th</sup> grade boys and girls and runs from September to June.

**POM-PONS** - The precision dance team performs at half time of home football and basketball games, pep rallies, the town 4<sup>th</sup> of July parade and various community functions. The selection process is by try-out. This activity is open to 7<sup>th</sup> and 8<sup>th</sup> grade girls and runs year-round. This includes summer camp and winter competitions. A sports physical is required.

**SCIENCE OLYMPIAD** - Students compete in various events involving all scientific fields in an Olympics-style (medal awarded) competition held on regional, state, and national levels. The selection process is by try-out. This activity is open to 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade boys and girls, and runs from November to late March.

**SERVICE CLUB (H20)** - The object of this group is to do service projects for the school and community. Members bring creative ideas for school and community service projects. The activity runs from September to May and is open to 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders.

**SOCCER** – Soccer season for boys and girls begins in March and ends in May. The program stresses fundamental soccer skills, growth through small-sided games, and a limited number of matches against other schools. A sports physical is required.

**SPELL BOWL** - A team of students will study, practice, and learn the spelling of 1,750 words. The team will then compete in an invitational, regional, and possibly state competition. Sixth, seventh, and eighth grade boys and girls can participate in the try-out for the team. The team meets from the beginning of September to the end of October.

**STUDENT COUNCIL** - This is a service and social club for the school. Members must be self-directed, willing to put in long hours and responsible to meet deadlines. The selection process is by vote. This activity is open to 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade boys and girls and runs from September to May.

**TENNIS** – Tennis season for boys and girls begins in March and ends in May. This activity is open to 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade boys and girls. The program stresses fundamental skills and students participate in a limited number of matches against other schools. A sports physical is required.

**TRACK BOYS** - Athletes take part in 13 track and field events in meets held between area schools. All students who sign up will participate. This activity is open to all 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade boys, and runs from April to mid-May. A sports physical is required.

**TRACK GIRLS**- Girls have the opportunity to compete against other schools in track and field events (hurdles, long jump, shot put, discus, 100m run, 200m run, 400m run, 400m relay, 3200m relay, 1600m run, 800m run and 1600m run). All students who sign-up will participate. This activity is open to all 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade girls and runs from March to May. A sports physical is required.

**VOLLEYBALL** - Practices are daily from 3:00 to 4:30 or 5:00 if there is no match. Games nights are usually Monday and Wednesday, with one Saturday tournament. The selection process is by try-out. This activity is open to 7<sup>th</sup> and 8<sup>th</sup> grade girls and runs from August to October. A sports physical is required.

**WRESTLING** - Boys will learn basic wrestling moves, holds and strategies. Wrestlers learn sportsmanship, leadership and responsibilities. All students who sign up will participate. This activity is open to 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade boys and girls and runs from October to December. A sports physical is required.

**YEARBOOK** - This organization is responsible for the production of the school yearbook. Students select pictures, design layouts on the computer, write copy, assemble, and distribute the yearbook. The selection process is by sponsor based on an application that includes a sample of writing skills and teacher recommendations. This activity is open to 7<sup>th</sup> and 8<sup>th</sup> grade boys and girls and runs from August to June.

## **RULES OF CONDUCT**

1. Exhibit cooperative behavior toward peers, teachers, administrators, bus drivers, other staff members and volunteers.
2. The Community Park and Bieker Woods adjacent to the school are off limits at all times. Loitering around the high school is also prohibited.
3. If students are not waiting for a bus or involved in a supervised activity, they should leave the school building at the end of the school day.
4. Students are responsible for taking care of the books and equipment issued. This includes covering books when required. If equipment is lost or damaged, students must pay for the replacement or repair.
5. If students vandalize school equipment or school property, they will pay for the damage.
6. Students are responsible for keeping the school grounds, inside and outside, as neat and clean as possible. This includes keeping the cafeteria, lockers, and desks in classrooms neat and clean.
7. Gum chewing is not permitted in the building.
8. Backpacks and string bags may not be taken to class. Purses are not meant to carry books. Purses should not be more than 8 inches deep
9. Personal items such as decorations to celebrate birthdays, lasers, or other toys such as roller blades and skateboards, are not to be brought to school.
10. Since explosive devices and fireworks are illegal, any student involved with them will be referred to the police.
11. Students who choose to listen to personal CD players, MP3's or IPODS prior to school must turn them off and put them in their locker prior to first period. Students are not to remove them from their locker until after 7<sup>th</sup> period. Students must also realize that if they bring these items to school, they must assume responsibility for them.
12. Demonstrate appropriate behavior, good citizenship and sportsmanship while participating in or attending any school-sponsored event or after-school activity.
13. Students are expected to use courteous and proper language at all times. Obscene gestures or language toward teachers, administrators, other staff members, or fellow students will result in disciplinary action.
14. Students should refrain from all public displays of affection at all times.
15. Students may not throw snowballs or other potentially dangerous objects.
16. Students are expected to respect the property of other people at all times. Strong disciplinary action will be taken in the event of a student caught stealing.
17. Smoking, possession of tobacco products, or other smoking materials are not permitted on school property and will result in disciplinary action.
18. Possession, handling or use of any narcotic, alcoholic beverage, hallucinogenic drug, amphetamine, barbiturate, marijuana, intoxicant, or any drug or substance claimed to be a drug or paraphernalia will result in disciplinary action.
19. In addition to school regulations, obey local, state and federal laws, including those pertaining to possession, use, transmission and/or selling of weapons, drugs, alcohol, tobacco products, beepers, cellular telephones, and other portable communication devices.
20. Gang symbols, hand signs, colors, insignia, and/or identifiers are not permitted on school grounds or at school activities.
21. Writing on exposed skin is not permitted.
22. Possessing, handling, or transferring a knife or any weapon on school property or at any school activity will result in disciplinary action.
23. Refrain from fighting or any other act of violence against person or property.
24. Items that damage or are in opposition to the educational process and/or that promote such ideas (drugs, alcohol, crude slogans or pictures on clothing, *etc.*) are not allowed in the building.

# STUDENT BEHAVIOR

**When students fail to be self-disciplined, each principal, teacher, or other staff member is responsible for carrying out the rules of student conduct adopted by Wilbur Wright and the School Town of Munster School Board.**

**Since some behavior problems are more serious, they may require different approaches and actions. All federal laws, state laws, and city ordinances are rules of the School Town of Munster.**

School personnel may use any or all of the following consequences in dealing with students who have not shown self-discipline or appropriate appearance and attire.

- |   |                           |
|---|---------------------------|
| · Reprimand                                 | Teacher detention         |
| · Restriction of extracurricular activities | School detention          |
| · Conference with parents                   | Lunch detention           |
| · Removal from class                        | Referral to the principal |

## ***REFERRAL TO THE OFFICE***

Teachers will refer students to the office when all reasonable measures, including parent contact, have been taken to improve student behavior. An administrator will handle any behavioral situation not mentioned in this handbook.

## ***TEACHER ASSIGNED DETENTION***

A teacher may assign detentions to be served with the teacher in his or her classroom. It is the teacher's responsibility to notify a parent of the detention and the reason for it. The date of the detention may be changed by mutual consent of teacher and parent. Students with unserved detentions may be sent to an Administrator. The Administrator will then determine disciplinary action.

## ***SCHOOL DETENTION***

Students will receive a written notice of a school detention. It is the student's responsibility to take the detention notice home for a parent signature. School detentions are held on Monday thru Thursday in an announced location and last from 2:45 P.M. to 3:30 P.M. Cell phones and electronic devices are not permitted in detention.

## ***FRIDAY DETENTION***

Friday detention is a consequence for students who violate school rules, are truant or tardy to class or are involved in other inappropriate behaviors as determined by school staff. Friday detention starts promptly at 2:45 pm and will last until 4:00 pm. If any student is late he/she will be turned away and will not be permitted to attend Friday detention. This may result in a suspension when they return back to school. Any student not inside the assigned room at 2:40 pm is considered tardy. As part of Friday detention, the student may be asked to come up with a way to make restitution through some sort of community service, such as cleaning a teacher's classroom or - in the case of a food-throwing incident - helping the custodians clean the lunch room.

## ***IN-SCHOOL SUSPENSION***

An In-School Suspension may be one or two days in length. The suspended student will be placed in the detention room for the duration of the school day, and work will be requested from their teachers. They may not attend any after school function while suspended.

## ***OUT-OF-SCHOOL SUSPENSION***

A suspension may be one to five days in length. The suspended student may not attend school or any school sponsored function while suspended. Work missed during suspension may be forwarded to the student or made up afterward.

***EXPULSION***

Expulsion is the denial of the right of a student to take part in any school function for any period greater than ten school days. Violating or repeatedly violating any rules that are reasonably necessary to carry out school purposes or an educational function may be grounds for either suspension or expulsion. Administrators may use discretion as deemed necessary. Additionally, students may be suspended or expelled for taking part in an unlawful activity on or off school grounds if the unlawful activity may reasonably be considered an interference with school purposes or an educational function.

STM FILE: JFA

**RULES AND STANDARDS CONCERNING THE CONDUCT  
OF STUDENTS OF THE SCHOOL TOWN OF MUNSTER**

Amended and Restated by  
Resolution of the Board of School Trustees  
Adopted March 14, 1988

PREAMBLE

The rules and standards of conduct hereinafter set forth are considered by the School Town of Munster to be reasonably necessary to (1) carry out any educational function or school purposes; (2) prevent any interference with the carrying out of any educational function or school purposes; and (3) assure an orderly and efficient educational system for all students.

The rules and standards adopted by the Board of School Trustees shall be applicable to each and every student enrolled in the School Town of Munster.

The Board of School Trustees reserves the right to alter or amend these rules and standards from time to time provided, however, no rule or standard (except those concerning the movement of students, motor vehicles, daily instruction, operation and schedule of classes or other standards relating to the manner in which an educational function is carried out) shall be applicable to any student until a written copy thereof is made available or delivered to the student or his parent, or is otherwise given general publicity within all of the school buildings.

The provisions of the Indiana Code Section 20-8.1-1-1 to 20-8.1-5-17 including the definitions contained therein have been made a part hereof by Resolution of the Board of School Trustees. The Indiana code definitions specifically include, but are not limited to, the definitions of "School Purposes" (I.C. 20-8.1-1-8), "Educational Function" (I.C. 20-8.1-1-9), "Expulsion" (I.C. 20-8.1-1-10), and "Suspension" (I.C. 20-8.1-1-11). A full and complete copy of the Indiana Code is available for inspection at the Superintendent's office during regular business hours.

**A. STUDENT DISCIPLINE**

1. Each teacher and any of the other school personnel (including, but not limited to, student teachers, bus drivers, teacher's aides, and secretaries) shall, when students are under his charge, have the right to take any action which is then reasonably necessary to carry out, or to prevent an interference with the educational function of which he is then in charge. Teachers and other school personnel may not suspend or remove a student from school or from any educational function within the supervision of a teacher or any of the other school personnel for a period of more than one day unless the removal is treated as a suspension under Paragraph B thereof.
2. The superintendent, principal, administrative personnel and teachers are authorized to take any action in connection with the student behavior, in addition to the actions specifically provided in Paragraphs B, C, and D, which is reasonably necessary to help any student, to further school purposes, or to carry out or prevent interference with an educational function or school purposes. Such action may include, but is not limited to:
  - a. Counseling with a student or group of students
  - b. Conferences with a parent or group of parents
  - c. Assigning students additional work
  - d. Rearranging class schedules
  - e. Requiring a student to remain in school after regular hours to do additional work or for counseling
  - f. Removing a student from athletic activities, non-credit school activities, or school-provided transportation
  - g. Restricting extra-curricular activities of a student

## B. SUSPENSION

3. Any student who violates any one or more of the following rules and standards of behavior may be suspended for a period of no more than five (5) school days except as provided in Paragraph C.1.:
  - a. Failing to attend school for one or more designated periods during any school day for any reason other than illness or death in the immediate family without the express permission of the school administration
  - b. Leaving school property for any reason during any school day without the express permission of the school administration
  - c. Being late to the assigned school buildings or classroom
  - d. Smoking or possessing tobacco
  - e. Possessing, using or transmitting any substance which looks like (i.e., the so-called look-alike drugs) any form of marijuana, any stimulant, any intoxicant, any narcotic, any depressant, or any hallucinogenic drug (Use of medication by a student prescribed by a medical doctor, a dentist, other health care provider authorized by law to prescribe medication for that student shall not constitute violation of rules. Any student who is unsure if possession, use or providing another person with any particular medicine or substance would violate these rules should consult the building principal or assistant principal before possessing, using or providing the medication or substance.)
  - f. Possessing or providing to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of controlled substances (See Paragraph C.1.g.). Examples of these drug-related paraphernalia which are not to be possessed or provided to another person are:
    - i. Pipes
    - ii. Clips
    - iii. Rolling papers
    - iv. Needles
    - v. Syringes, etc.
  - g. Tampering with or misusing the firefighting equipment and fire alarm system of the School Corporation
  - h. Parking a vehicle on school property during any school day without the express permission of the school administration
  - i. Using cards, dice or other instrument for the purpose of gambling and/or gambling
  - j. Lack of personal cleanliness
  - k. Wearing articles of clothing that are distracting, unclean, cause maintenance problems, or are inappropriate for school activity
  - l. Wearing clothing and/or hair styles that could cause bodily injury in such activities as shop, lab work, physical education, and art
  - m. Failing to wear shoes, sandals, boots, or appropriate footwear in the school building

- n. Using the school facilities or the school grounds for advertising or promoting any interest of any group, person, firm, corporation, agency, organization, or cause without the prior written consent of the school administration
  - o. Cheating, plagiarism, or dishonesty of any kind with respect to any assigned work, paper, or examination
  - p. Fighting
  - q. Participating in conduct constituting grounds for expulsion or suspension as set forth in paragraph C below
  - r. Violating any other rule or standard of behavior adopted by the School Board
4. The grounds for suspension in Section B.1 apply when a student is:
- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group; or when summer school is in session.
  - 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.
5. In addition to the grounds for suspension under Paragraph B.1, a student may be suspended 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.

#### C. SUSPENSION PROCEDURES

- 6. A suspension may be imposed upon a student only after the principal or designee has made an investigation of the alleged misconduct and a determination has been made that the suspension is necessary to help the student or to prevent interference with an educational function or school purposes. However, a student may be suspended by a hearing examiner until the date of the expulsion hearing if the hearing examiner determines that such suspension is necessary.
- 7. Suspension may not be made without first affording the student an opportunity for a meeting at which time the student will be given a written or oral statement of the charges against him or her, a summary of the evidence against the student if he or she denies the charges, and an opportunity for the student to explain his or her conduct.
- 8. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such a situation, the notice and informal hearing shall follow as soon as reasonably possible after the suspension.
- 9. Following such suspension, the principal shall send a written statement to the student's parent describing the student's conduct, misconduct or violation and the reasons for the action taken. The principal shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school. Failure of the parent to participate in a conference with the principal will not justify extending the period of the student's suspension.

#### D. EXPULSION

- 1. The superintendent may (a) separate a student from school attendance for a period of more than ten (10) days; (b) separate a student from school attendance in accordance with Paragraph D, below, unless a student is permitted to complete required examinations in order to receive credit for courses taken in the then current semester or current year; or (c) impose some other type of penalty upon the student which automatically prevents him from completing within the normal time his overall course of study in any school if the student violates any one or more of the following rules and standards of behavior:

- a. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct, constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subsection: (1) occupying any school building, school grounds, or part thereof with intent to deprive others of its use; (2) blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building or corridor or room; (3) setting fire to or substantially damaging any school building or property or attempting to set fire or cause damage to any school building or property; (4) firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose. This includes the use of attempted use of pipe bombs, “Molotov cocktails”, or other explosive or incendiary devices; (5) prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property or at a school-related activity, including the making of a false report of a bomb, fire or uncommon disease-producing organism, as well as triggering a false alarm or delivering or sending an actual or look-alike uncommon disease-producing substance to any school property, vehicle, or activity; (6) continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision. This subsection shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States; and (7) through any means of communication, including gestures, symbols, or signals, placing any student, teacher, employee or other person in fear of harm to one’s self, a family member, or personal property. This includes such conduct as threatening “to get” the person, creating a “hit list” of persons who are to be put in fear of harm, or warning the person that a family member could get hurt or one’s car or other property damaged.
- b. Causing or attempting to cause damage to school property, stealing or attempting to steal school property, or repeatedly damaging or stealing school property.
- c. Intentionally causing or attempting to cause damage to private property, stealing or attempting to steal private property, or repeatedly damaging or stealing private property.
- d. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
- e. Threatening or intimidating any person for any purpose including obtaining money or anything of value from such student.
- f. Knowingly possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon, provided, however, that a student who must use a knife as part of an organized activity held by an organization that has been approved by the principal of the school is exempt from the application of this Subparagraph f. so long as the knife is used as part of or in accordance with the approved organized activity.
- g. Knowingly possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
  - i. Exception to Rule G: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student’s parent has filed a written authorization with the building principal. The written authorization must be filed annually and must include the following information:
    - a. Physician’s statement that the student has an acute or chronic disease of medical condition for which medication has been prescribed.
    - b. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    - c. The student has been instructed in how to self-administer the prescribed medication.
    - d. The student is authorized to possess and self-administer the prescribed medication.

- h. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students, or constitutes an interference with school purposes or an educational function.
- i. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
- j. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - i. Engaging in sexual behavior on school property;
  - ii. Disobedience of administrative authority
  - iii. Engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
  - iv. Failing to tell the truth about any matter under investigation by school personnel.
- k. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when he is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- l. Engaging in any activity forbidden by the laws of the State of Indiana which constitutes an interference with school purposes or an educational function.
- m. Violating or repeatedly violating any of the rules and standards of behavior adopted by the School Board.
- n. Possessing a firearm or bomb.
  - i. No student shall possess, handle or transmit any firearm or bomb on school property.
  - ii. The following devices are considered to be a firearm under this rule:
    - a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
    - b. The frame or receiver of any weapon described above
    - c. Any firearm muffler or firearm silencer
    - d. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge, mine, or similar device.
    - e. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant.
    - f. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
    - g. An antique firearm
    - h. A rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes

- iii. For purposes of this rule, a bomb is any explosive or incendiary device designed to release destructive materials or force or dangerous gases that is detonated by impact, proximity to an object, a timing mechanism, a chemical reaction, ignition, or other predetermined means. See, I.C. 35-41-1-4.3 for exception to this general definition.
  - iv. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
  - v. The superintendent shall notify the appropriate law enforcement agency when a student is expelled under this rule.
- o. Possessing a deadly weapon
- i. No student shall possess, handle or transmit any deadly weapon on school property.
  - ii. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
    - a. A weapon, taser or electronic stun weapon, equipment, chemical substance or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
    - b. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
  - iii. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
  - iv. The superintendent shall notify the appropriate local law enforcement agency when a student is expelled under this rule.
- p. A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.
- i. Exception to Rule P: This rule does not apply to transfer tuition students.
2. The grounds for expulsion in Paragraph C.1 apply when a student is:
- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
  - b. Off school grounds at a school activity, function, or event, or;
  - c. Traveling to or from school or a school activity, function, or event.
3. A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holiday, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### E. EXPULSION PROCEDURES

1. When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:
  - a. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
    - i. Legal counsel

- ii. A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
        - b. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request and to appear at this meeting will be deemed a waiver of rights and administratively to contest the expulsion or to appeal it to the school board.
        - c. The notice of the right to an expulsion meeting will be in writing, delivered by a certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
        - d. At the expulsion meeting, the principal (or designee), will present evidence to support charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
        - e. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.
2. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. The school board shall decline to hear appeals according to the criteria listed in STM FILE: JGE-R. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

#### F. PERIOD OR TERM OF EXPULSION

1. No expulsion of a student shall be for a longer period than the remainder of the school year in which it took effect if the misconduct occurs during the first semester; however, whenever the expulsion takes place during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the Board of School Trustees. The Superintendent may require that a student, who is at least sixteen (16) years of age and who wishes to re-enroll after an expulsion, attend an alternative program.
2. Any expulsion taking effect more than three (3) weeks prior to the beginning of the second semester of any school year must be reviewed prior to the beginning of the second semester. The review shall be conducted by the hearing examiner after he or she has given notice of the review to the student and the student's parents. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing examiner that the student be reinstated for the second semester.
3. Any expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. The review shall be conducted by the hearing examiner after the hearing examiner has given notice of the review to the student and to the student's parent. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing examiner that the student be reinstated for the upcoming school year.

Policy Revised: 2/12/01

#### LEGAL REFERENCE:

20 U. S. C. 8921  
20 U. S. C. 8922  
I.C. 20-8.1-5.1-1 et seq.

**CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY/NONDISCRIMINATION  
STATEMENT**

The School Town of Munster is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to:

Director of Pupil Services  
School Town of Munster  
8616 Columbia Avenue  
Munster, Indiana 46321  
(219) 836-9111  
Title IX Coordinator (Gender)

Director of Special Education  
West Lake Special Education Cooperative  
212 E. Joliet Street  
Scherverville, Indiana 46375  
(219) 865-1171  
Section 504 Coordinator/Americans with Disabilities Coordinator (Students)

Assistant to the Superintendent  
School Town of Munster  
8616 Columbia Avenue  
Munster, Indiana 46321  
(219) 836-9111  
Section 504 Coordinator (Employees)  
Title VI Coordinator (Race, Color, Creed, National Origin, and Limited English Proficiency)

Any other information concerning the above policies may be obtained by contacting the Office of the Superintendent, 8616 Columbia Avenue, Munster, Indiana 46321, (219) 836-9111.

Policy Adopted: 5/8/00

**SCHOOL TOWN OF MUNSTER**  
**8615 Columbia Ave., Munster, Indiana 46321**  
**Phone: 219-836-9111**

**COMPLIANCE PLAN**  
**for**  
**Section 504 of the Rehabilitation Act of 1973**

**The Compliance Plan** serves students, parents, employees, applicants for employment and programs within the School Town of Munster, hereinafter referred to as "Munster".

1. Munster assures students, parents, applicants for employment, and employees that it will not discriminate against any individual.
2. The following are designated as Section 504 compliance coordinators:

Employee/Applicant Issues: Business Manager  
Student/Parent Issues: Director of Special Education
3. Parents are provided procedural safeguards which are included in the "Notice of Parent/Student Rights in Identification, Evaluation and Placement".
4. An impartial hearing and appeal are provided upon request. Procedures are detailed in "Notice of Parent/Student Rights in Identification, Evaluation and Placement".
5. Notice to students, parents, employees and general public of non-discrimination assurances and parent/student rights and identification, evaluation and placement will be disseminated annually in the following manner:
  - a) Public service announcement in local newspapers;
  - b) Announcement in local school systems; and,
  - c) Posted notice in each public school building.
6. Munster has established the following local grievance procedure to resolve complaints of discrimination with regard to employment:
  - a) An alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to such grievance.
  - b) Such claims must be made in writing and filed with the following individuals:

Compliance Officer  
8616 Columbia Ave.  
Munster, IN 46321
  - c) A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
  - d) The coordinator(s) will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.

- e) The coordinator(s) shall give the parent, student, or employee reasonable advance notice of the date, time and place of the hearing.
- f) The hearing may be conducted by any party, including an official of the local school district or the West Lake Special Education Cooperative, who does not have a direct interest in the outcome of the hearing.
- g) The local school district shall give the parent, student, or employee full and fair opportunity to present evidence relevant to the issues raised under Section 99.21 of FERPA. The parent, student or employee may, at their own expense, be assisted or represented by individuals of his or her choice, including an attorney.
- h) The local school district shall make its decision in writing within fifteen (15) days after the hearing.
- i) The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.

Ref: FERPA 34 CFR Part 99  
EDGAR 34 CFR 76.734  
IDEA 34 CFR 300.560-576

- 7. Munster, through the West Lake Special Education Cooperative, will conduct an extensive annual "child find" campaign with the goal to locate and identify all Section 504 qualified handicapped individuals with disabilities (ages 0 to 21) who reside within the participating school districts.
- 8. Munster, through the West Lake Special Education Cooperative, will inform all handicapped persons with disabilities and their parents or guardian of the district's responsibilities and procedural safeguards under Section 504, as well as those under Indiana Special Education Regulations (Article 7) and the Individuals with Disabilities Education Act (IDEA).

## WILBUR WRIGHT MIDDLE SCHOOL EXTRACURRICULAR PLEDGE

THIS PLEDGE IS A YEAR-ROUND PLEDGE, NOT A SEASONAL PLEDGE

As a student participant in extracurricular activities in Munster schools, I recognize and accept the fact that participating in extracurricular activities is a privilege, an opportunity for me to make a significant contribution to my school, my community, and my personal development. Representing the School Town of Munster in extracurricular activities places many responsibilities upon me as an individual. Many people - including fellow students, faculty members, sponsors, coaches, school officials, parents, and adult fans - are giving many hours of time and a great deal of financial support to provide a fine extracurricular program for me. In consideration for this, I agree to live by and conduct myself in accordance with the following pledge:

1. I will conduct myself at all times and in all places so as to reflect only honor on myself, my teammates, my school, and my community.
2. I will keep myself mentally and physically alert so that I can contribute my best efforts for myself, my teammates, my school and my community.
3. I will not use tobacco, alcohol and other illegal drugs while a student in the School Town of Munster.
4. I will promote actively the non-use of tobacco, alcohol, and other drugs among youth in order to achieve a tobacco, alcohol, and drug-free school environment.

### CONSEQUENCES FOR FAILURE TO ABIDE BY PLEDGE

The sponsors, coaches and school officials have sole authority over my eligibility in extracurricular activities, and they have the right to deny extracurricular privileges to me should they decide that my personal conduct so warrants. This may include suspension or expulsion from student extracurricular activities.

The violation of the SCHOOL TOWN OF MUNSTER RULES AND STANDARDS OF STUDENT CONDUCT, the STUDENT HANDBOOK, and the rules and regulations as set forth by the coaches and sponsors, such as smoking, alcohol and other drug use, gang activity, stealing, destroying property or other behavior that reflects negatively on myself and/or school, may result in the denial of extracurricular privileges.

We have read the terms of this pledge and understand what is expected of the participant, along with the consequences of school/pledge violations.