

GARRETT MIDDLE SCHOOL

801 E. Houston Street, Garrett, Indiana 46738

2018-2019 Student Handbook

Welcome to Garrett Middle School, home of the Locomotives! The entire GMS Staff is dedicated to providing you a quality learning experience. You will be provided with new and challenging opportunities to grow academically, socially, and personally. Your efforts will be supported and encouraged by an enthusiastic and professional staff. We are here to assist you in making this experience an exciting and positive one.

Our mission statement at Garrett Middle School is “Higher Goals – Higher Achievement.” Students who understand and take ownership of their education will have far greater academic success. We expect students to fulfill their daily responsibilities of attendance and homework and expect your personal best effort each and every day.

The success you experience will depend upon your willingness to work hard, try new things, and maintain a positive attitude. We believe firmly in the CHARACTER COUNTS! Program. Being Trustworthy, Respectful, Responsible, Fair, Caring, and a Good Citizen are key elements not only to making Garrett Middle School a great school but these characteristics are necessary for success in life. We believe that the partnership with families and community are necessary for having success at school. We are extremely proud of our school. Our leadership, cooperation, and participation in Garrett Middle School activities will allow us to build upon a rich Garrett history of pride and tradition. Your school experience is your responsibility, make the best of it. Success awaits you....

SCHOOL GOALS

Vision Statement – Empowering Lifelong Learners

Mission Statement – Providing a personalized learning environment in which students of good character succeed academically, mentally, and physically.

OFFICE PERSONNEL

Principal – Mr. Luke Fielden Assistant Principal – Mr. Greg Myers

Secretaries – Mrs. Ginger Simon & Mrs. Suzanne Shearer

Counselor – Mrs. Lyla Dean

Athletic Director –

School Nurse – Mrs. Janis Arrington

Superintendent of Schools – Mrs. Tonya Weaver

Food Service Director – Ms. Annie Duckett

Office hours during the school year: M-F 7:30am – 3:30pm

Student school Day: See our website for the most up-to-date times

Teacher contracted time: M-F 7:40am-3:10pm or M-F 7:50am-3:20pm

Attendance Phone (260)357-1706 – please call before 8:30am. If sent to voicemail, please state student name, grade, reason for absence, name of person calling, and if there is a request for homework. Homework requests must be made before 8:30am.

Expectations of all Garrett Middle School Students:

*Students will go to class prepared and on time.

*Students will respect others and their property.

*Students will demonstrate courtesy toward adults and fellow students and help maintain a school environment that is safe, friendly, and productive.

*Students will follow all handbook rules and abide by federal, state, and local laws.

*Students will complete all assignments in class or for homework.

All students will be expected to obey verbal directions or instructions of any staff member at any time they are on the school property or attending a school activity or event at any other location. The school staff, as mentioned above, includes all teachers, substitute teachers, student teachers, clerical workers, teacher aides, custodial workers, food personnel, school bus drivers, and administrators of the Garrett-Keyser-Butler School District.

2018-2019 GKB School Board Policies

Information on the following policies can be found on the school corporation website:

www.gkb.k12.in.us/AboutGKB/CSD/SchoolBoard/BoardPolicies

Adoption of Curricular Materials	2510
Anti-Harassment	5517
Attendance	5200
Bullying	5517.01
Care of School Property	5513
Chemical Management and Preparedness for Toxic or Asbestos Hazard	8431
Control of Casual-Contact Communicable Diseases	8450
Control of Non-Casual Contact Communicable Diseases	8453
Criminal Organizations and Criminal Organization Activity	5840
Determination of Legal Settlement and Eligibility for Enrollment of Students Without Legal Settlement in the Corporation	5111
Dress and Grooming	5511
Drug Prevention	5530
Due Process Rights	5611
Electronic Monitoring and Recording	7440.01
Environmental Health and Safety Issues - Indoor Air Quality, Animals in the Classroom, and Idling Vehicles on School Property	8405
Facility Security Program	7440
Idling School Buses and Other Idling Vehicles on School Property	8615
Immunization	5320
In-School Discipline	5610.02
Nondiscrimination and Access to Equal Educational Opportunity	2260
Pediculosis (Head Lice)	8451
Pest Control and Use of Pesticides	8432
Preparedness Plans and Drills	8420

Section 504/ADA Prohibition Against Discrimination Based on Disability	2260.01
Student Discipline	5600
Student Education Technology Acceptable Use and Safety	7540.03
Student Records	8330
Student Use of Bicycles	5514
Suspension and Expulsion of Students	5610
Suspension and Expulsion of Students with Disabilities	5605
Use of Medications and Self-Administered Medication	5330 & 5330.01
Use of Seclusion and Restraint with Students	5630.01
Use of Tobacco	5512
Volunteers	8120
Weapons	5772
Wellness	8510
Withdrawal from School	5130

SECTION 1 – GENERAL INFORMATION

Academic Success – If you are experiencing difficulty in the classroom or have performed poorly on standardized tests, you should talk to your teacher as soon as possible. You may also talk to your guidance counselor for suggestions and help options.

Agenda/Assignment Notebook Information – All assignments can be found on Canvas. The student handbook can be found online. The student handbook has been prepared to provide you with some of the most important information in regard to the day-to-day operations and procedures of Garrett Middle School. You should read the student handbook completely and become familiar with its contents. You will be expected to be aware of all procedures, rules, and policies listed herein and in any other publication distributed by the administration, Board of School Trustees, classroom teacher, school bus driver, or any other staff member.

Book Bags – Students are not permitted to carry book bags to class. All book bags and comparable items are to remain in the student’s locker.

Building Access/Breakfast – The doors will be unlocked daily at 8am. Students arriving before that time can enter Door 20 to go to breakfast in the cafeteria. Breakfast is served each morning beginning at 7:30am. Students can access their lunch accounts to pay for breakfast. Breakfast is NOT served on delay days.

Bus Transportation/Rules – The policy is located on the school corporation website at www.gkb.k12.in.us/District/Transportation.

Cafeteria Behavior – Students are expected to use good manners in the cafeteria. Students are to remain seated and talk in an appropriate manner. Students are expected to clean up after themselves and show respect for the facility. All food is to be eaten in designated areas only. No food is allowed in the locker area or classrooms. All policies regarding electronic devices in school also apply in the cafeteria.

Cell Phones/Electronic Devices – Cell phones must be turned off and locked in lockers during the school day. Students using their cell phones without permission during the school day will have their cell phone confiscated and may be subject to disciplinary action.

Students are not to bring electronic pagers, PDAs, laser pointers, or other electronic communication devices that are disruptive of the school environment. Students may not keep CD players, tape recorders, radios, or other music storage or game devices with them during school hours. Such devices must be kept in lockers. These items may be confiscated if the student has them out during school hours.

Communications – The staff at GMS is committed to the partnership between parents and school. It is our intent to keep parents informed of school events, activities, and academic progress.

Students and parents should access academic reports on PowerSchool and all assignments are communicated on Canvas. Parents can request more frequent progress reports if necessary.

Follow us on Facebook and Twitter for updates and activities. Teachers also have email, voicemail, and have classroom phones available for communication with parents.

Complaint Procedures – Students and parents should follow these guidelines if they have a complaint or concern regarding another student, staff member, or rule.

STUDENT CONCERN:

1. Notify the supervisor or teacher in charge of the problem.
2. If the action continues, notify the guidance counselor or office.
3. If the problem continues, a conference between the involved parties, parents, and student(s) will be conducted. Discipline will be utilized where appropriate, on an individual basis.

PARENT CONCERN:

1. If it is a classroom issue, set up a conference with the teacher(s) your child is having difficulty with. This should be the first action for all academic concerns.
2. If your child has a problem unrelated to classroom issues, (ex. another student making inappropriate comments to your child) contact the office either by phone, in writing, or by setting up a conference. Please bring just facts and names that can substantiate your accusations. It may be helpful to submit the problem in writing.
3. An investigation will be conducted and appropriate action taken. Where appropriate, the person making the complaint will be notified of actions taken.

Food/Drinks – Food, milk, and water are permitted in the cafeteria during student lunch periods only.

Teachers may get approval from administration to have food and drinks in classrooms for special occasions.

There are to be NO drinks in lockers, except water in a clear bottle, at any time.

Grades/Grade Reports – Grades can be accessed on PowerSchool at any time. Students who are experiencing academic difficulty should ask their teachers for assistance. Grading scale is as follows:

A – 90-100

B – 80-89

C – 70-79

D – 60-69

F – 59 or less

PowerSchool Access – Parents should look at their child’s grades anytime throughout the school year by having a log-in/password to PowerSchool. You may obtain this by showing your I.D., such as a driver’s license, to the Guidance Dept. No log-ins/passwords will be sent home by mail.

Guidance Services – A variety of special services are available to students through the guidance department. Total development of each student is the primary concern of the department. Such services include personal counseling and academic counseling. Various testing is provided as deemed necessary; ISTEP testing is given in grades 6 through 8, along with NWEA testing various time throughout the year in grades 6 through 8.

Health Services – A school nurse or designee is available during the regular school day to help maintain the student’s health and well-being. Focus is on enabling the student to stay in the classroom. The family’s primary care physician and NOT the school nurse must make diagnosis of medical conditions. Anytime a student is not feeling well or has been injured, he or she must get a nurse pass from the Guidance Office.

Homework/Assignments – Assignments and homework are a student’s responsibility to complete on a daily basis. Assignments given in class and out of class homework are given by teachers to reinforce daily instruction, as well as, promote responsibility, develop self-discipline, and develop problem solving skills. Students who refuse to accept this responsibility may be assigned after school detention. If homework is not

turned in on time and finished appropriately, the grade will be affected. The homework is still required to be finished even when not turned in on time. Any student in ISS or CASE will receive credit for homework.

Leaving School Grounds – Any student who leaves the school grounds for any reason, must have prior permission of the administration and parental sign out in the office and also sign back in upon returning to school. Students who violate this regulation will face disciplinary action.

Lockers – Each student will be assigned a locker for his/her individual use. The locker is not to be shared with another student. Each student will be responsible for the locker assigned and its contents. Lockers are to be regarded as school property and are subject to search or inspection by the school administration at any time. If a student marks their locker with a permanent marker or similar item, glues items to the locker, or in any way willfully damages the locker, a minimum charge of \$5 may be charged as a fee for cleaning or repairing the locker. This charge is to be assessed by the principal. Items believed to be missing from a locker should be reported to the principal's office immediately. **Students are not to give their locker combinations to other students. It is the student's responsibility to see that his/her locker combo is not compromised.**

Lost and Found – Articles such as books, coats, glasses, etc., which are presumed lost can often be found by checking the lost and found, which is located near the guidance office.

Moment of Silence – In order that the right of each student to the free exercise of religion is guaranteed and the freedom of each student is subject to the least possible coercion from the state either to engage in or refrain from religious observation on school grounds, there shall be a daily observance of a moment of silence in each classroom or on school grounds of each school in the corporation.

Non-Custodial Parents – A non-custodial parent, unless restricted by a court order, will be given access to all student report cards, student records, and disciplinary actions. The parent will also be allowed to participate in conferences and other school activities. The non-custodial parent may not visit with the student during the school day, nor may the custodial parent. A certified copy of a court order restricting the rights of the non-custodial parent shall be provided to the principal, should a custodial parent wish to prohibit the distribution of information to the non-custodial parent.

Student Accountability for Academic Achievement – Students are expected to meet grade level curricular expectations by passing their classes. Students who do not pass Math and/or Language Arts classes for the semester, will be required to do Credit Recovery, in which they will earn back the credits they lost by failing the class. Credit Recovery is based off of semester grades, and not term (or 9 week) grades. Students who have an Individualized Education Program (IEP) may or may not be required to attend Credit Recovery depending on their disability. Any decision on a student with an IEP to be retained would be made by a case conference coordinator.

Promotion Standards for Students in Grades 6-8 – To be promoted in grades 6, 7, 8, students must meet teacher/school standards and attendance requirements. They must also demonstrate mastery of grade level standards.

Student Recognition – The following student recognition opportunities are available to Garrett Middle School students:

Honor Roll – Students will be recognized for academic success. Students with all A's or A's and B's will be recognized each grading period.

Academic Improvement Awards – Will recognize students on a modified curriculum or showing significant improvement.

Student of the Month – Students will be nominated by teachers for demonstrating the 6 pillars of character, homework completion, attendance, behavior, and effort.

Perfect Attendance – Students who have perfect attendance for the year will receive special recognition. No more than two (2) tardies per year will be allowed for the Perfect Attendance award.

Conductor's Club – CC will be held each nine weeks. Students must meet the following criteria to be eligible:

1. All C's (C- included) or better on their nine-week report card.

2. No referrals.
3. Must meet homework criteria per your grade level:
 - Grade 8 – allowed 1 late or missing assignment
 - Grade 7 – allowed 1 late or missing assignment
 - Grade 6 – allowed 2 late or missing assignments

LLC – No missing assignments, no office referrals, and C or above in all classes

Junior National Honor Society Membership – In compliance with the National Junior Honor Society, the John W. Garrett Chapter of the National Junior Honor Society of Garrett Middle School begins its selection process by having Guidance personnel submit names of those seventh (7) and eighth (8) grade students whose grade point average is B+ (8.5) or above with no grade lower than a C, which represents scholarship. These names are then submitted to all faculty members who teach or coach middle school students. They evaluate the students in the areas of citizenship, leadership, service, and character from the observation of the students in classes, club, and school activities.

Use of Seclusion & Restraint with Students – A student will not be subject to seclusion or restraint unless the student’s behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on other students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student’s parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint.

Weather Related School Policy – During inclement weather, it will sometimes be necessary to delay or cancel school. Because the state law requires students to attend school a minimum of 180 days, any canceled days may be made up at the end of the year. On eLearning days, students can access all assignments on Canvas. They can communicate with teachers on Canvas and/or through email. Students and parents who do not have internet access can call 260-357-7037 on these days ONLY to get further instructions.

In the event of inclement weather, GKB schools very well may look at a delay of up to two or three hours and still operate school. The school encourages parents to make necessary arrangements for a place where children might stay during a delay, as well as, if the need to close early arises.

During these days when weather is questionable, parents and employees are encouraged to monitor local radio and television stations for current information related to the Garrett-Keyser-Butler Schools. The School Messenger messaging system will be used to contact parents.

The school corporation recognizes the right of any parent to keep their child home if they feel weather conditions impair the safety of their child.

SECTION 2 – ATTENDANCE PROCEDURES & REGULATIONS

1. Student attendance at school is a prerequisite for learning. Attendance patterns at school are often a key consideration to future employers. THE PARENT AND STUDENT WILL ASSUME FULL RESPONSIBILITY FOR ANY LACK OF PROGRESS THAT COULD BE ASSOCIATED WITH THE TIME ABSENT REGARDLESS OF WHETHER THE ABSENCE WAS EXCUSED OR UNEXCUSED.
2. School work missed for excused absences must be made up in order to receive credit. Students will be given the same number of days that they were absent to complete assignments unless the teacher has made previous arrangements.
3. STUDENTS MAY NOT BE ALLOWED TO MAKE UP MISSED WORK FOR CREDIT WHEN THE ABSENCE IS UNEXCUSED.
4. When any student accumulates five (5) absences without a doctor’s slip in a semester, he/she will receive written notice from the Attendance Officer. This letter will either be hand delivered or sent by mail to the parent or guardian of the student.
5. When a student accumulates eight (8) absences in a semester without a doctor’s slip, the parent or guardian must come to the school within five days for a conference with the attendance officer or designee. Failure to attend this conference will result in the attendance case being turned over to the DeKalb County

Probation Department.

6. If any student is absent three consecutive days without contact by a parent or guardian, the attendance officer or designee will make a home visit.
7. Appointment Documentation: A student will have two days following his/her return to school to present documentation to make the absence excused. Licensed personnel must sign this slip.
8. When a student reaches their tenth (10) unexcused absence in a school year, the student is in violation of Indiana Code 20-33-2-27 and will be turned over to the Department of Child Services and the County Prosecutor's Office.

Garrett-Keyser-Butler School Corporation Attendance Policy

1. Attendance will be taken each period of each school day and reported to the administrative office during that period.
2. If you are absent:
 - a. A telephone call is to be made to the attendance office by one of your parents or your guardian before 8:30 a.m., advising us the reason for your absence.
 - b. When you return to school, a written statement of the reason for your absence signed by a parent or guardian must be provided if your absence was not reported by telephone. This must be in the administrative office by the start of the day you return to school.
 - c. Any student whose absence is not verified as mentioned in items (a) and (b) above will be regarded as having an unexcused absence. The absence must be verified within two (2) school days after the student returns to school
3. If you are showing a 4-H project at the DeKalb County Fair:
 - a. Any 4-H student having a project to show at the DeKalb County Fair must bring a note from his/her parent and 4-H leader to the assistant principal for approval. These absences will be excused but make-up work must be turned in to the classroom teacher.
4. A student who has an appointment must attend part of the school day to be counted as being present the entire day if the absence is arranged in advance. Students going to a doctor, dentist, orthodontist, or legal appointment, must bring back a note from that office.
5. No more than two (2) tardies per year will be allowed for the perfect attendance award.
6. Students absent the first half of the day must report to the middle school office and sign-in no later than 11:30 a.m.
7. Students who are repeatedly unnecessarily absent or tardy will face disciplinary action.

Any student absent from school for a full day or PM classes, will NOT be able to attend evening activities. The only exception to this policy is if the absence is cleared by the administration.

ABENSCES

1. **Excused absences:** Students must ask teachers for makeup work and are responsible for completing the work. Excused absences will be issued for the following reasons:
 - a. Illness of the student.
 - b. Funeral days that are to be excused will be determined by the attendance officer, the building principal (or designee), and the parent or guardian of the student. The number of days allotted may vary.
 - c. When arrangements have been made prior to the absence:
 1. Medical or dental appointments.
 2. Death of someone outside the immediate family.
 3. Appropriate family business or emergency.

4. Special trips arranged in advance by a parent or guardian.
- d. Service in the National Guard or Army Reserve.
- e. Serves as a legislative page, serves on the precinct election board, or as a helper to a political candidate or political party.
2. **Unexcused absences:** Any absence recorded as unexcused will result in no credit given for homework or class work covered during that absence.
3. Any absence may be determined excused or unexcused by the building principal or designee.

TARDINESS - If a student is not in his/her class when a block starts, the student is considered tardy. A student who arrives at school between 8:00 and 8:30 a.m. will be counted as tardy, and they must sign in at the office. The administrative office will issue passes to students who are tardy to first block. A student's pass will indicate whether the tardy is excused or unexcused.

1. The first 3 tardies to any class will receive a warning from the attendance officer. Each tardy after the 3rd will result in disciplinary action.
 - 4 - 7 tardies, student will be subject to further due process.
 - 8 or more tardies - possible withdrawal from class or further due process.
2. Students who sign in after 8:30 a.m. but before 11:30 a.m. will be counted absent for one-half day.
3. Unexcused arrival after 8:30 a.m. but before 11:30 a.m. is one-half day unexcused and will be assigned a detention.
4. An Unexcused Full Day – student will be subject to further due process.
6. Athletes must sign in to school by 9:30 a.m. to be eligible to participate in practice/event that day.

TRUANCY - Truancy is being willfully absent from school without parental or school permission. Any deliberate or unnecessary absence from school or class for which arrangements have not been made we consider as truancy. To leave school without permission is to be truant. Any student who leaves school and fails to return will be considered truant unless the administration is properly notified. Parents will be notified of truancy and appropriate disciplinary action will be taken.

PROCEDURES FOR REFERRING TRUANT STUDENTS FOR LEGAL ACTION - If a child between the ages of seven and eighteen is habitually absent from school without a proper reason the following procedures will be initiated and completed prior to referring the child to juvenile authorities for alleged truancy or referring the parent, guardian or custodian to circuit court for alleged educational neglect.

1. Each student's absence must be reported to the school by the student's Parent, Guardian or Custodian on the day of the absence (357-3118 or 357-4114).
2. If no attempt is made by the Parent, Guardian or Custodian to contact the school we shall telephone the home to determine the reason for the absence.

3. If a student is frequently absent for more than three (3) consecutive school days (except in cases of a known medical problem) the attendance worker will visit the home to discuss the reasons for the absences with the student and his Parent, Guardian or Custodian and attempt to develop plans to resolve any problems which may exist.
4. If attendance is not improved as a result of the home visit, a designated member of the school staff will arrange a counseling session or series of sessions to encourage attendance.
5. If, as a result of the counseling sessions(s), the school staff member suspects learning difficulties or handicapping conditions, he/she will refer the student for an education evaluation.
6. If during the counseling session(s) no learning difficulties or handicapping conditions seem present, nor do remedial help or a change in the student's course of study appear to offer a solution to non-attendance the school may place the student in a short term (not to exceed five (5) days) suspension.
7. If none of the efforts in steps 3, 4, 5 and 6 are successful in remedying non-attendance, a school administrator will schedule a conference with the student and his/her parent(s), guardian(s) or custodian to inform them of their intention to refer the matter to juvenile court. The administrator may elect to make the above contact by telephone or in writing.

SECTION 3 – STUDENT APPEARANCE

Body Piercing – Body piercing of the nose, tongue, or facial area is highly discouraged. If it is determined that the piercing causes a disruption the student will be required to remove or cover the pierced area while in school. The administrative team will determine whether the piercing causes a disruption to student performance, the educational environment, and function of the school.

Dress Code – The school expects and requires students to dress in a neat and orderly fashion. While dress code regulations apply to regular school days only, the school has an obligation regarding dress and personal appearance when such causes distraction, confusion, and/or could possibly bring harm to the individual when the student is in regular attendance or at a school sponsored function.

When extremes in dress and/or personal appearance cause any of the aforementioned, the school will ask that the individual change into more appropriate attire and/or conform to acceptable personal grooming standards for the normal functioning of the school. The final decision regarding school attire and proper school grooming standards is left to the discretion of school personnel. The following are guidelines:

1. Be clean and neat in personal grooming and dress.
2. Dress in clothing that meets reasonable standards of decency and is free of any offensive writing or symbols. Clothing or hats promoting alcohol, tobacco products, violence, or any negative or sexual insinuation may not be worn. In addition, any clothing advertising rock groups with parent advisory labels may not be worn.
3. Dress in clothing that is in good repair and in 'good taste' in a classroom atmosphere.
4. No pajama or 'pajama-like' pants and sleep wear allowed.
5. Students entering the school building must remove hats and place them in their locker until the end of the school day.
6. Jeans or pants should fit and be worn at the waist – no sagging.
7. Pants should not have excessive pockets, buckles, or straps down the pant leg.
8. Pants and tops are to be worn in such a way that no midriff skin is exposed. Appropriateness will be determined by school officials.

9. Students are not to wear clothing that has been written or marked on. Only appropriate manufactured writing or insignia will be permitted.
10. Belts must be tucked in at all times.
11. Short shorts, such as gym or athletic shorts and cutoffs, may not be worn during the school day or at school activities unless specifically approved in advance.
12. Very short skirts, mini-skirts, shorts that are cut up the sides, and any similar items that may not be considered to be in 'good taste' are not acceptable.
13. All lower garments should be closer to the knees than the hips. This includes shorts, skirts, and dresses.
14. Shirts or tops which were made or have been altered in any way such that normal activities bare the stomach, sides, or lower back are not acceptable. All shirts must have some sort of sleeve. Shirts that are low cut in front are not to be worn at school.
15. Fishnet type shirts or tops which expose the chest, stomach, back, or sides are not acceptable unless a shirt to cover the above-mentioned body parts is worn underneath.
16. Tank tops and spaghetti string tops will not be permitted.
17. Students shall wear proper undergarments.
18. No chain wallets or chain attire will be permitted at school.
19. No dog collars, spiked jewelry, or spiked clothing will be permitted.
20. Hair coloring/dying (red, orange, blue, green, etc.) or face/body painting will not be permitted.
21. Extremes in make-up are not permitted.
22. Gang attire, gang colors, or gang symbols are not permitted to be worn or displayed on accessories.
23. Shoes, boots, sandals, or other appropriate footwear must be worn.

Infraction of the above guidelines may result in the student's suspension from school until the student has complied with the guidelines. Repeated offenses shall result in further corrective action. The above guidelines are to be observed during extra-curricular activities and during the school day. Any deviation from these guidelines for a special occasion will be announced in advance.

The administration reserves the right to make the determination of proper attire for the school and school related activities. Dress for all school activities is to be consistent with the above-mentioned dress code.

Physical Education Class Dress Code – Students are to dress in gym shorts (no cut-off or jean shorts) and a t-shirt (plain or Garrett shirts – school appropriate) with tennis shoes to each class. The shorts are to be knee length to 3 inches above the knee only (no short shorts or long past the knee). Shirts must have sleeves, no cut-offs. Students are not to wear jewelry during PE class for their own safety, and the safety of the other students in the class. This includes ALL piercings.

SECTION 4 – STUDENT CONDUCT AND RESPONSIBILITIES

Unlawful Activity – A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the activity may reasonably be considered to be an interference with school purposes or education function, or the student's removal is necessary to restore order to protect persons on school property. This includes any unlawful activity that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. The Board of School Trustees of Garrett-Keyser-Butler Schools, according to public law, has declared that certain misconduct will be grounds for suspension or expulsion of students from school. Such misconduct is defined to include, but not limited to the following acts:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting as interference with school purposes, or urging other students to engage in

such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:

- a. Occupying any school building, school grounds, or part thereof with intent to deprive others of use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
 3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
 4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
 5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
 6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
 7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
 8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
 9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
 10. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
 11. Continuous and willful refusal to accomplish school tasks even though able to do so, and persistent violation of school regulations.
 12. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
 13. Insubordination – continuous and willful refusal to obey directions of teachers and/or staff.
 14. Failing to completely and truthfully respond to questions from a staff member regarding school related matters, including potential violations of the student conduct rules or state or federal law.
 15. Falsely accusing any person or sexual harassment, or of violating a school rule, and/or state or federal law.
 16. Public display of affection by couples is not considered proper, especially in a school or school related setting. Displaying affection in public is in poor taste and will be limited to holding hands at school or school related activities.
 17. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

18. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state/federal law.
19. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member.
20. Engaging in pranks that could result in harm to another person.
21. Possessing or using a laser pointer or similar device.
22. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.
23. Abusing any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building not mentioned herein.
24. Students with multiple referrals, who continue to be unaffected by school disciplinary measures may face the possibility of removal from school.

Fighting Policy

- 1st offense – Three (3) days in or out of school suspension
- 2nd offense – Five (5) days in or out of school suspension
- 3rd offense – Recommendation of Expulsion

Disciplinary Measures – It is our hope that responsible students will make choices that exhibit self-discipline. When students violate school or class rules the following disciplinary measures will be utilized:

- Parent call or conference
- Suspension (In/Out of school)
- Detention
- Expulsion**
- Community Service
- Exclusion from activities*
- Writing assignments
- Loss of privilege*
- Work permit revocation*

*Students with multiple referrals or excessive absences who continue to make poor choices will be subject to discipline that will affect their ability to obtain their driver's license at 16, receive a work permit, or attend school functions. A parent conference will be held prior to this disciplinary measure.

**Students expelled out of school for multiple days will/may be referred to the DeKalb County C.A.S.E. program.

Disciplinary Referrals – The following general categories warrant automatic office referrals from the classroom teacher:

- a. Physical abuse and/or verbal abuse toward any student or staff member.
- b. Intimidation, whether physical or verbal, toward any student or staff member.
- c. Rudeness or insubordination toward any staff member, which compromises his/her authority.
- d. Repeated refusal to follow class rules or assigned work.

C.A.S.E. Program Information – C.A.S.E., Court Appointed Student Education, is a program designed through the collaboration of a multitude of county agencies in DeKalb County – the Prosecutor's Office, the Probation Department, all three area school systems and their administrators. C.A.S.E. is a proactive program designed to serve three functions:

1. To serve as a deterrent preventing students from 'wanting' to be suspended from school.
2. To continue the education of students assigned to C.A.S.E.

3. To provide a safe, structured, supervised environment for students to eliminate the possibility of ‘improper’ behavior.

C.A.S.E. is supported by the weight of the legal system, which will enforce its regulation through due process procedures. Implementation will occur as follows:

1. Student assignment to C.A.S.E. for a period of 1-5 days and a “C.A.S.E. ASSIGNMENT NOTICE” and a “STUDENT BEHAVIOR REPORT” form is completed by the administrator and faxed to the probation department.
2. School official notifies parents and probation department. Parents are informed that they are to appear with their child at the DeKalb County Probation Department at 8:30am the next morning for assignment to the C.A.S.E. program. Parents are given a “PARENTAL ACKNOWLEDGEMENT FORM” when they arrive to pick up their assigned student from school (or the next morning at the Probation Department).
3. Documentation occurs:
 - a. Notice to DeKalb County Prosecutor filed
 - b. Notice to DeKalb County Official (C.A.S.E. coordinator) filed
4. The teachers of the student are notified and are to turn in work for days the student is assigned.
5. Parent(s) or designee and child appear at Probation Department at 8:30am the next day and are given a copy of the C.A.S.E. guidelines and will have the program explained.
6. Parent(s) or designee takes child to the C.A.S.E. classroom located at 500 North Street, Suite 2, Auburn, Indiana.

The C.A.S.E. program hours are from 8:00am to 3:00pm each day. Students must be brought and signed in and out by their parent(s) or designee. They may bring their own lunch. While part of the program they are to do the following things:

1. Obey all rules of the program.
2. Complete all of the work given by their teachers.
3. When work is completed, they may work on packets, PLATO, or read books/magazines present in the room.

SECTION 5 – EXTRACURRICULAR ACTIVITIES

The following is a list of some of the extracurricular activities available to Garrett Middle School students:

FALL

Cross Country	Boys/Girls	Grades 6-7-8
Football	Boys	Grades 7-8
Soccer	Boys/Girls	Grades 6-7-8
Volleyball	Girls	Grades 6-7-8
Cheerleading	Girls	Grades 7-8

WINTER

Basketball	Boys	Grades 6-7-8
Basketball	Girls	Grades 6-7-8
Wrestling	Boys	Grades 6-7-8
Cheerleading	Girls	Grades 7-8

SPRING

Golf	Boys/Girls	Grades 6-7-8
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Track

Boys/Girls

Grades 6-7-8