

STUDENT HANDBOOK

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Principals' Welcome

Welcome to the 2019-20 school year at Indian Lake Middle School.

Research shows that students do best in school when parents are involved with supporting their children's education. Likewise, student performance improves when schools reach out to families to establish partnerships.

Compacts are voluntary agreements between the home and school that describe specific activities that teachers, families, administrators and students will undertake to support students' learning. Please review the Indian Lake Culture Playbook/Planner and join our Indian Lake family-school partnership.

The Playbook/Planner aids students' organizational skills, promotes academic success, and increases communication with parents.

Indian Lake Middle School is a student-focused learning environment where we believe all students can learn. We believe in building self-esteem, setting high expectations, engaging students in relevant learning, demonstrating mutual respect, and building communication within the Indian Lake Community. We inspire students to become lifelong learners, as well as productive and responsible members of society. **Together** we increase learning for all students.

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state or local regulation and are subject to such review and alteration as becomes necessary for the routing operation of the school. Not all rules of behavior can be written and inserted in a handbook; however, we expect students to follow reasonable rules and not violate the rights of others.

EQUAL OPPORTUNITY IN EMPLOYMENT AND EDUCATION

The Indian Lake School District ensures employment and equal educational opportunities regardless of race, color, creed, national origin, handicap, or sex in compliance with state directives and federal recommendations. Grievance procedures have been established to cover questions in these areas. These may be obtained in the Principal's office.

E + R = O

You control how you respond to a situation!

| What we believe | How we behave | Outcomes we achieve |
|--|--|--|
| Own It “Laker Zone” | <ul style="list-style-type: none">• Adapt, adjust, or overcome.• Own your attitude, actions, and words.• Make good choices.• Be mentally tough, don't tap out. | Best version of you |
| Stronger Together “Laker Proud” | <ul style="list-style-type: none">• Be kind, caring, empathetic, and celebrate differences• Make meaningful connections.• Invested in each other's growth to make everyone better.• See something, say something. | Stronger, Supportive, Safer Community |
| Embrace the Grind “Laker Up” | <ul style="list-style-type: none">• Embrace the grind, give maximum effort.• Overcome and learn from failure• Be better every day.• Have a growth mindset. | Enrolled, Enlisted, Employed, and Always Engaged |

VISITORS

All visitors must register at the office before visiting a student, teacher, the cafeteria, media center, or a classroom. Those who refuse to leave or continually reappear will be charged with trespassing. Students desiring to bring a guest to visit class must make prior arrangements with a Co-Principal.

ONLINE FORMS

All student paperwork is to be completed online. Go to www.ils-k12.org. Under the "Parents" tab, click on "Online Forms." Parents are to login and fill out required forms including Emergency Medical Information. **It is extremely important parents complete the online forms. This is where the school gets your up to date address and phone numbers for emergency contact.**

INCLEMENT WEATHER

If you have a current, valid phone number on file with the school, you will be notified of delays or cancellations via recorded phone message. This system is also used to provide any other important messages to parents and students. Please make sure your contact information is up-to-date in the online forms system.

You may also refer to the following media to learn of any delays, cancellations or announcements concerning Indian Lake Local Schools. These announcements will be available as soon as appropriate decisions are made.

School Website: www.ils-k12.org

Indian Lake Schools App

Radio Stations: WPKO-98.3, WBLL-1390, T-102, WIMA-1150 and WZOQ-92

Television Stations:

- Dayton: WDTN 2, WHIO 7, ABC 22 and Fox 45
- Columbus: NBC 4 and WBNS 10TV

ATTENDANCE PROCEDURES

In the State of Ohio, every child of compulsory school-age (6 to 18 years) who is not employed on a full-time work permit, and has not been determined to be incapable of profiting from further instruction, must attend school. Attendance is the responsibility of the student and parent/guardian. Continuity in the learning process is seriously disrupted by excessive absences. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving high school.

It is the policy of Indian Lake Middle School that in order for a student to satisfy attendance requirements, he/she must attend school, unless excused by one of the following reasons as listed in the Ohio Revised Code (3321.04):

School Day: 8:00am – 2:49pm

Office Hours: 7:00am – 4:00pm

Excused Absence

Physicians Note/Dentist Note

Religious Holiday

Court/JDC

Approved Field Trip

Approved Community Service

Approved Employment

Death in Immediate Family

Approved Vacation

Verified Absence

Parent/Guardian Phone Call

Parent/Guardian Note

Parent/Guardian Text

Parent/Guardian Email

Unexcused Absence

No Call

No Note

No Text

No Email

Each student may miss no more than 36 hours in each class of each nine-week grading period in order to earn credit for a given course. More than 36 hours of absences will result in the student's receiving a failing grade for that particular nine-week period, unless the student serves one-half hour of make-up time for each class missed. All make-up time must be completed within two weeks of the end of the grading period. Once a student has exceeded 36 hours of absence, they will be assigned a Friday Night School to make up time.

Any absence not due to reasons listed above will be counted as a day truant. Truancy will cause the student to receive a "0" in each class missed, will count against his/her 36-hour limit, and may result in Friday School, suspension, or expulsion.

Students must be at school by 11:30 in order to be able to participate or attend any after school functions including sporting events music/band concerts, and school dances.

Parents/Guardians are asked to notify the school on the day the student is absent by 8:00am. If a parent forgets to call the school on the day of their student's absence the school will call them via our One Call system reminding them to call. Prior notification by parents/guardians of the pupil's absence will remove the school's responsibility to notify the parents/guardians of said absence. Parents or other responsible persons shall provide the school with the current home/work telephone numbers and home addresses, as well as emergency telephone numbers via the online forms system.

Verified Absences

Any absence in which the parent/guardian calls, texts, emails the office will be considered verified. This verified absence will remove the student from the automated call to the parent/guardian that day.

This type of absence, along with an unexcused absence will count towards the total number of truant absences.

Unexcused and Verified absences must not exceed 36 hours each 9 weeks without needing make-up time.

Excessive Verified Absences and Consequences

- Absent 38 or more school hours in one month **with or without an excuse**
- Absent 65 or more school hours in one school year **with or without an excuse**

Step 1: Parents will be notified in writing (letter mailed home) within 7 days of the triggering absences.

Step 2: Students will follow plan for absence intervention.

Step 3: Student and family may be referred to community resources.

Habitual Truancy and Consequences

- Absent **30 or more consecutive** hours *without* a legitimate excuse.
- Absent **42 or more hours in one month** *without* a legitimate excuse.
- Absent **72 or more hours in one school year** *without* a legitimate excuse.

Step 1: An Absence Intervention Team (AIT) will be assigned. The AIT **MUST** include:

- An administrator
- A counselor or teacher
- The child's parent/guardian
- May include a Logan County Juvenile Court Representative

Step 2: Within 7 days of the triggering absence, the administrator will organize the AIT and make 3 meaningful attempts to include the student's parent/guardian on the team.

Step 3: Within 10 days of the triggering absence, the student will be assigned to the team.

Step 4: Within 14 days after the assignment of the team, the district will develop the student's AIT plan.

Step 5: Within 7 days after the development of the plan, the district will notify the parent of the plan.

Step 6: If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint with the Logan County Juvenile Court.

Arriving or Leaving During the School Day

- Students who arrive at school any time during the school day after 8:00am are required to come to the office and sign in. If the late arrival is due to a reason that is excusable, the proper notice should be presented when signing in.
- Students who are leaving school early, must be signed out in the main office.
- All absences from school, even partial days, are counted toward the yearly absence limit.

Make-Up Work and Absences

For all excused absences, students will have the number of school days that they were absent, plus one additional day, in which to make up the missed work. Work not completed within this designated time will be recorded as a zero, including tests.

The administration will attempt to get a student's make-up work for him/her if the student has been **absent at least three days**. The parents must call the school by 8:00 am of the day they want the work in order for this task to be completed. **Students absent fewer than three days are encouraged to call their classmates for assignments.**

Eligibility to Participate in Sports

A student will be eligible for the grading period if he/she passes 5 of the subjects in which he/she was enrolled in the previous grading period. All incoming seventh graders are eligible for the first grading period regardless of their previous academic achievement. Eligibility rules follow OHSAA guidelines.

STUDENT DRESS CODE

It is the philosophy of the Administration of the Indian Lake Schools that student dress should be comfortable, practical, in good taste, appropriate, and not distracting to others. With this in mind, the following rules are set forth:

1. Clothing must not have writing or patches which state, suggest or promote alcohol tobacco or any other drugs; sexual or suggestive meanings; obscenity or inappropriate meanings; language that creates a hostile, intimidating, harassing or offensive learning environment; language that is insulting, abusive, threatening or harassing to any member of the school staff or student body based on issues such as sexual orientation, gender, ethnic background, religious beliefs or disabilities.
2. Shirts and tops must cover shoulders (no spaghetti strap, halter tops or mesh tops).
3. Shirts and tops must cover the midriff, waist and chest.
4. Shorts, pants, slacks, dresses and skirts must be worn at the waist, must be of decent length and must not be excessively ragged. No pajama pants are allowed.
5. Shoes should be worn at all times. Bedroom slippers are NOT allowed.
6. Hats, caps, head scarves and bandanas are to be removed before entering the building.
7. Hoods on sweatshirts count as hats and must be kept off the head while in the building.
8. Dark glasses and shades are not to be worn in the building.
9. Coats are not to be worn in the building during the school day and must be kept in the students' locker at that time.
10. Backpacks, bags and purses may be brought into school, but must be small enough to fit into

lockers and are not to be carried during the day. All backpacks, bags and purses will not contain items which are not allowed in school.

The principal will decide if parents should be called to bring clothes or clothes may be issued to the student. Any time out of the classroom for dress code violations will be counted as unexcused and the student will be unable to receive credit for missed assignments.

ELECTRONIC DEVICES

Cell phones, iPads, tablets and watches that function as phones are **not permitted during the school day**. Such electronic devices that are brought to school must remain in the students' locker and must be turned off. Students may use their phones after school to contact parents if needed. Any student who violates the terms of the agreement are subject to having their device confiscated and an automatic Friday School assigned. The purpose of this rule is to help stop online bullying that can occur during the school day and to enhance learning opportunities for all students.

CODE OF CONDUCT & DISCIPLINE POLICY

The regulations of Indian Lake Middle School are established to create a good, wholesome atmosphere in which teaching and learning can take place, and to provide a safe environment for the student body. Education cannot take place without good discipline. Good discipline is the presence of a friendly, yet business-like atmosphere in which students, teachers, and administrators work toward positive goals.

The items in this code are applicable to all students when properly under the authority of school personnel on school grounds/property. School grounds/property includes the school buildings and immediate grounds, school transportation (i.e., buses), designated school bus stops, school sponsored activities such as field trips and sporting events, stadiums/gymnasiums, other facilities, and any setting under the control and supervision of the school district. Additionally, students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. ILMS has zero tolerance of violent, disruptive or inappropriate behavior by its students.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. The purpose of this policy is to maintain a classroom environment that: allows teachers to communicate effectively with all students in the class; allows all students in the class the opportunity to learn; has consequences that are fair, and developmentally appropriate; considers the student and the circumstances of the situation; and enforces the student Code of Conduct/ Discipline Policy accordingly.

MAJOR MISCONDUCT

A violation of the following rules will result in disciplinary action, including: **Emergency Removal, Friday School, In-School Suspension, Out-of-School Suspension, or Expulsion.**

Any combination of **3 violations of Major Misconduct** may result in recommendation for expulsion. The following is a list of Major Misconduct Violations:

VIOLATIONS:

1. **Disruption of school** – A student shall not cause disruption or obstruction of the education process by:
 - a. Engaging in fighting or other violent behavior.
 - b. Threatening harm to another student or faculty member. Threatening the life of another student or staff member will result in immediate suspension or expulsion and charges may be filed with Juvenile Court.
 - c. Making unrealistic noise, using grossly abusive or offensive language.
 - d. Challenging or taunting another likely to evoke a violent response.
 - e. Create a physically offensive condition.
 - f. Creating a risk of physical harm to person or property.
 - g. Throwing objects or food which could result in harm to others.
 - h. Hazing other students.
2. **Damage to Property** – A student shall not knowingly mar, deface, destroy, steal, or otherwise tamper with any property not owned by the student.
3. **Assault** – A student shall not knowingly or willingly cause or attempt to cause physical harm to another; or knowingly cause another to believe that the offender will cause physical harm to that person.
4. **Dangerous weapons, look-alike weapons, and/or instruments** – A student shall not carry, possess, transport, or conceal on his/her person or onto school property any deadly weapon, look-alike weapon, or dangerous ordinance. (this includes firecrackers.)
5. **Tobacco, Narcotics, Alcoholic Beverages, Drugs** – No student shall possess, use, transport, purchase, have under his/her control, offer for sale, administer to another, arrive at school, or during school, exhibit evidence of use of any intoxicant, hallucinogen, narcotic,

or other drug. **No** student shall have or possess any equipment or paraphernalia for the purpose of using any of the items mentioned above.

6. **Counterfeit drugs** – No student shall possess any counterfeit controlled substance; nor shall any student make, sell, offer to sell, give a package or deliver a counterfeit controlled substance; **nor** shall any student directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with use of controlled substance. A counterfeit drug is defined as any substance (1) that is represented to be a controlled substance, (2) that bears, or whose label bears, a trademark, trade name, or other identifying mark used with authorization of the owner or rights to such trademark, trade name or identifying mark, (3) that a reasonable person would believe it to be a controlled substance because of its similarity in shape, size, or color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

7. **Smoking/Vaping** – No student shall smoke or vape on school property. Having cigarettes/e-cigs/vapes in one’s possession is interpreted as smoking. 1st offense – 1 day of Friday School and conference with guidance counselor. 2nd offense – 3 days of Out-of-School Suspension and conference with guidance counselor. 3rd and subsequent offenses – 10 days Out-of-School Suspension.

8. **Insubordination** – No student shall use foul or improper language directed towards another student, teacher, administrator, or a staff member. **No student shall refuse to obey a reasonable request by a teacher, administrator, or staff member.**

No student shall use a physical gesture of a demeaning nature directed at another student, teacher, administrator, or member of the staff.

No student shall refuse to attend scheduled classes, including homeroom, study hall, and intervention as directed by school officials.

No student shall be truant from school or leave school during the day without permission of school officials.

9. **Use of fire** – The unauthorized use of fire in the building or on school property is strictly forbidden (this includes the possession or lighting of lighters and striking of matches.)

10. **Plagiarism in any form is prohibited.**

11. **Illegal sales** – The sale of any item or posting of signs

or notices in the school building or on school property is strictly forbidden unless permission is granted by school authorities.

12. **Excessive Friday School** – The accumulation of more than 3 days of Friday School during a semester may result in an Out-of-School Suspension.

13. **Pornographic Material** – No student shall possess any pornographic material at school.

The principal may file unruly charges in Juvenile Court at any point in the major or minor misconduct system.

DUE PROCESS

In the event that suspension is necessary, the student has the right to a hearing with the suspending officer to give an account of the incident and/or to challenge the reasons for the suspension. In addition, parents have the right to appeal suspension/expulsion decisions to the Board of Education or its designee, to be represented in the appeal by a representative of their choosing, and to request that the hearing be held in an executive session.

MINOR MISCONDUCT

Maintaining good discipline is a major concern for parents and for teachers. Inappropriate behavior in the classroom simply will not be tolerated. Since each teacher has his/her own set of classroom standards, discipline problems are best handled by the individual teacher in his/her classroom. Solutions to correct negative behaviors take time, personal counseling, and professional skills.

Repeated violations in the classroom of our minor misconduct code will result in the implementation of the demerit/citation system.

1. Tardy to school or class..... 1-3
2. Disruptive conduct in class 1-2
 - a. throwing objects
 - b. taunting another student
 - c. cheating on a test (plus zero for the test)
 - d. leaving class without permission – may also qualify a student for immediate assignment to Friday School
 - e. moving classroom furniture without permission
 - f. changing seats without permission
 - g. no chewing gum or eating candy in school
 - h. miscellaneous – any action that interferes with the orderly operation of the class
3. Disruptive conduct in the halls 1-2
4. Profanity..... 3-4
5. Being present in a restricted area..... 2
6. Hall “floating” (no pass)..... 3
7. Displays of intimate affection between students..... 3
8. Failure to follow sign-in/sign-out procedure..... 3
9. Spotting for smokers..... 3
10. Changing lockers without permission..... 4
11. Falsifying a pass or note from home..... 6
12. Disrespect towards a teacher, administrator, or staff worker (includes lying to school officials)..... 6
13. Cutting class/study hall....1 day Friday School

MINOR MISCONDUCT

PROGRESSIVE PENALTIES

1. 10 demerits – 1 day of Friday School
2. 16 demerits – 1 day of Friday School
3. 22 demerits – 1 day of Friday School
4. 30 demerits – 3 days of Out-of-School Suspension
5. 40 demerits – 3 days of Out-of-School Suspension plus possible charges filed with Juvenile Court

Step 1 – When a student receives a demerit, the student’s parent/guardian will be contacted. Subsequent notification and conference will follow if the student continues to accumulate demerits.

Step 2 – When a student has accumulated 10 demerits, the student will automatically be assigned a 1 day Friday School at the middle school. Failure of the parent to agree to a 1 day Friday School will result in an automatic 3-day in- school suspension.

Step 3 – When a student has accumulated 16 demerits, the student will be assigned a 1 day Friday School at the middle school, and a conference will be set up with the parent/guardian to discuss the student’s behavior.

Step 4 – When a student accumulates 22 total demerits, the student will be assigned a 1 day Friday School.

Step 5 – When a student reaches 30 total demerits, the student will receive a 3 day Out-of-School Suspension.

Demerits will accumulate over the entire school year. Any student with 10 or more demerits will not be permitted to attend any Student Council activity scheduled for after school (dances, parties, etc.).

HARASSMENT

It is a violation of law and of school rules for any student to harass or intimidate or threaten another student or staff member. Offenders may be subject to the penalties outlined in the ILMS Student Code of Conduct herein and/or to penalties noted in the ILMS Anti-Victimization Program which is at the end of this handbook section. This pertains to all forms of harassment including person to person, cell phone texts, and through internet networking sites such as Facebook, Twitter, SnapChat, Instagram or through emails.

If a student is the victim of any unwanted sexual actions or comments or of derogatory statements, or actions concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the office.

All reports shall be kept confidential and shall be investigated as soon as possible.

SCHOOL BUS SAFETY

Any misbehavior which distracts the driver is very serious and jeopardizes the safety of everyone on the bus. Some examples include failure to remain seated, refusal to obey the driver, insubordination, fighting/arguing, throwing objects, use of tobacco/vape, alcohol or drugs, profanity, and vandalism. Misbehavior on the bus will be resolved under the provisions of the major or minor conduct code depending on the seriousness of the infraction. Riding the bus is a privilege, which can be denied if inappropriate behavior continues.

BUSES AND SCHOOL DISMISSAL

Bus transportation is furnished to all qualified students. When school is dismissed at the end of the day, students are to **walk** to their buses. Riding the school bus is a privilege. Improper conduct on the buses may result in

denial to ride the bus, Friday School, suspensions, or expulsion. **Special occasion balloons and flowers in vases will not be permitted on buses because they pose a safety hazard.**

BUS PASSES

Due to our school district having only one bus route time for all buildings, and potential overcrowding on the buses, **bus passes will not be issued.** Students who are bused will only be dropped off and picked up at their place of residence. Parents may also provide **one** alternate drop off address (grandparent, babysitter, outreach center, etc.). Those will then be the only two options for students to be dropped off at, **no exceptions.** **So please chose your alternate address wisely.**

AFFECTION

Affection between boys and girls is a natural development. The expression of this affection is proper and acceptable at certain times and places. The school building, during school hours, and after school events is neither the time nor place. Students are not to use physical means of affection (holding hands, hugging, kissing, etc.) during school hours.

GRADE POLICY

| Letter Grades | % of Achievement | Rating |
|---------------|------------------|---------------|
| A | 90-100 | Excellent |
| B | 80-89 | Good |
| C | 70-79 | Average |
| D | 60-69 | Below Average |
| F | 0 -59 | Failure |

A student who exceeds the 36 hour absence allowance will receive a 59% F for their grade until make up time has been completed by the student. Only then they will receive their earned grade.

HONOR ROLL

An honor roll will be prepared each grading period from information recorded on the grade cards.

Using the information from the grade cards, three honor rolls will be prepared each grading period. One roster includes those students who have attained a GPA of 4.0. The second includes students who have attained a 3.5 -3.9 GPA and the third includes students who attained a 3.0 – 3.49 GPA. A student with an incomplete in any subject cannot be on any honor roll.

STUDENT INTERNET ACCESS

In order for the Indian Lake School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. **Students and parents must sign a computer network and internet agreement before they will be permitted to have internet access. This will be completed online through the “Online Forms” system.** Violation of the agreement may result in a student losing access to school computers as well as other consequences outlined in the agreement.

MEDICINE

Due to the increased amount of medications and the liability for our staff, we will not administer medications at the school without the written permission of a physician. This includes all medications; such as Tylenol, Advil, etc. If your child is currently on a medication that a physician feels must be given during the school day, we must have a Physician's Request for Administration by School Personnel form completed and returned to the school. This form is included in the Online Forms Site or can be picked up in the office.

ILLNESS OR INJURY AT SCHOOL

Students are to report to the office when they are too sick or injured to attend class. They are not to stay in the restrooms. If a student becomes ill or injured and wishes to go home, the student must report to the office so that school officials may contact the student's parent/guardian to secure permission for that student to leave school. **No student may leave the building without permission from someone in the office with authority. Students are not to use their cell phones to call or text parents when ill.**

GUIDANCE

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, study helps, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss.

MEDIA CENTER

Up to two books may be checked out of the library by any student for a period of two weeks. Books may be renewed at the end of two weeks, extending the time to an additional two weeks. Students are responsible to care for and return books within the given time period. There is a fee of .05 per book per school day that the book is late. Students are responsible to pay for replacing lost or damaged books.

LOCKERS

Student lockers belong to the school and are provided for your convenience. Students will be assigned a locker by school officials and may not change lockers without permission from the office. **All lockers are subject to search at any time.** Students are asked to keep their gym bags or book bags in their lockers during each school day. Gym bags and book bags are to be picked up at the end of the school day. Naturally, students are permitted to take their gym bags to physical education class. The school is not responsible for student property, school property loaned to students, or supplies/money that is part of a school fund-raising activity.

EMERGENCY DRILLS

Emergency drills are required by state law. Instructions are posted in each room. Drills will be conducted for fires, tornadoes and Lock Down/Emergency Evacuation. Your cooperation is expected and appreciated. Students are to remain quiet and proceed as instructed by faculty.

ASSEMBLIES

Assemblies are held periodically for the benefit of the students. The assemblies are generally educational and entertaining. Students are expected to behave properly in the assembly. That is, allow the performers to present the assembly, and respect the right of their classmates to hear the assembly without being disturbed by others in the audience. During all of our assemblies, students will be required to sit with their teachers. Any student who misbehaves during an assembly may be denied attending further assemblies.

CANDY SALES

The selling of candy during school hours or on the buses is prohibited.

FLOWERS AND BALLOONS

Students who receive flowers and/or balloons at school will not be permitted to pick them up from the office until the end of the day. They cannot be taken home on the school buses.

SCHOOL FEES

School fees are an important part of your child's education. Therefore, we make a great effort in keeping those fees to a minimum. However, some supplies that are furnished by the school must be paid for by the students. We encourage fees to be paid at the beginning of the school year. In order to ensure that fees will be paid, at least one-fourth of the total amount must be paid each grading period or the student's grade cards will be held at the end of the grading period.

INDIAN LAKE MIDDLE SCHOOL ANIT-VICTIMIZATION POLICY

Victimization is a **targeted behavior** toward another person, or failure to stop unwanted behavior toward another person even after being requested to do so. It includes:

- a. **Inflicting unwanted and/or unwarranted physical, verbal, relational, written or emotional mistreatment towards another person.**
- b. **Repeatedly demonstrate the use of words or behaviors that intentionally hurt another person.**
- c. **Behaviors that are intentionally intimidating toward another person.**

Physical (anything that is done intentionally to a person or their property)

- Weapon possession
- Assault
- Inappropriate touching (sexual)
- Damage to physical property or threats thereof (including stealing, throwing property away and hiding property)
- Bodily harm or threats of bodily harm (including hitting, tripping, pushing, tripping, punching, and kicking)

Verbal (any statements made intentionally to another person to invoke a violent response or to hurt another person's feelings)

- Slanderous comments
- Intimidation
- Teasing/ purposely hurting people's feelings
- Gossip/Rumors and this includes **note writing, social media posts (Facebook, Snapchat, Instagram, etc.) & texting.**

Other (any behaviors or words that don't fit the above definitions done intentionally to hurt another person.)

- Putting body fluids on another person
- Extortion
- Hit List
- Sexual Harassment (behavioral, verbal, written)
- Hazing
- Discrimination based on ethnic, religious, racial, handicapped conditions and other-Civil Rights violations
- Gang activity
- Harassment (non-sexual)
- Taunting
- Humiliating
- Writing/passing hurtful notes

Repeated cases will be bumped to a higher level

***Depending on the frequency and/or severity of a lesser level violation, the classification of the offense and/or the sanctions can change without notice.**

SANCTIONS

Sanction A: 1st Incident of Level One Behaviors

Students will be given a **strong** verbal warning by the staff person that will include:

1. The inappropriateness of the behavior.
2. How it affects the victim.
3. That it is against our school policy.
4. That documentation of the offenses will be placed in a student behavior folder.

***If the victimization behavior continues, the following will go into effect.**

Sanction B: 2nd Incident of Level 1 behaviors and after all of the above:

1. The staff member will send a letter home to parents.
2. By the end of the next school day, the student will write a letter of apology to his/her victim and the victim's parents.

Sanctions A and B will be dealt with directly by the staff member.

Sanction C: 3rd Incident of Level 1 Behaviors or Failing to complete all of Sanction B

1. The student will have an individual conference with the guidance counselor or Administration every day for 5 days. There will be an assigned time for this. Before the student goes off sanctions, the guidance counselor or administrator, and the student will meet with the grade level team.
2. The student will write a reflection paper, based on a questionnaire that includes questions such as: why was their behavior inappropriate, how the behavior affected the victim, what better choices could they make in the future, etc. The student and a counselor/administrator must sign this.
3. The reflection paper is to be taken home for the parent to sign and returned to the counselor the next school morning.
4. The student will eat lunch at a designated table.
5. The student will remain close to an adult while on the playground/gym.
6. Use the restroom when no other student is in the restroom.
7. Will wait until the hall is clear before changing classes, and will be monitored by a teacher.
8. Upon arrival to school the student will report to the office and wait until halls are clear before going to their first class.
9. The student will have an assigned seat on the bus.
10. The student will not participate in assemblies, field trips, or special school or class programs while serving sanctions.

***Staff members will be notified of those students on sanctions**

Sanction D: 3rd Incident of Level 1 Behaviors or Failing to complete all of Sanction C

***These sanctions apply for five more days**

1. An Intervention Assistance Team meeting will be held to determine further actions.
2. The student will research and write a paper about respect and acceptance of others. Then using this research information, develop a personal plan to change their behavior. This plan will be presented at the IAT meeting.
3. The student will receive two days of after-school detention.
4. After a 4th incident the student may be referred to Juvenile court or assigned to the Alternative School.

***A 4th incident of Level 1 moves the student automatically to Level 2 sanctions.**