

WELCOME TO EDGEWOOD JUNIOR HIGH SCHOOL

Welcome to the 2012-2013 school year. Edgewood Junior High School is committed to the highest standards for both academics and behaviors. In order for each student to fulfill his/her potential, it is necessary to be honest and honorable in life. The pursuit of academic excellence must be conducted with the highest levels of honor, integrity, and civility. We acknowledge that respect for self and others is the foundation of educational excellence. We strive to cultivate a culture of mutual respect and responsibility as each student, staff and faculty member is entitled to a safe learning environment. At Edgewood Junior High we strive for excellence in all that we do.

Melissa S. Pogue
EJHS Principal

VISION STATEMENT

At Edgewood Junior High School, we will meet students where they are to lead them to achieve 90, 90, 90.

MISSION STATEMENT

Edgewood Junior High School is a disciplined environment dedicated to developing life-long learners.

GOALS

All students will demonstrate growth in literacy.

All students will demonstrate growth in mathematical skills.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The R.B.B.C.S.C. School Board does not discriminate on the basis of religion, race, color, national origin, sex, disability or age in its programs, activities or employment. Further, it is the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation.

PART I - GENERAL INFORMATION

HISTORY AND TRADITION

Our school corporation was formed in 1963. Both township schools merged into the Richland-Bean Blossom Metropolitan School District in order to provide a better education and facilities than each system could provide individually. The name of the school district was changed to Richland-Bean Blossom Community School Corporation in 1965. Our present building was completed in 1969; it was named Edgewood Junior High School and would house sixth, seventh, and eighth graders from the community.

SCHOOL SONG

“THE VICTORS”

Hail to the victors valiant;
Hail to the conquering heroes;
Hail, Hail, the Edgewood Colts
The leaders and the best.

Rah, Rah, Rah

There is no stopping us.
We'll be victorious.
Hail, Hail, the fighting Colts-
From Edgewood Junior High

ACCREDITATION

All Richland-Bean Blossom Community School Corporation Schools are accredited by AdvancED, for the North Central Association/Commission of Accreditation and School Improvement. Edgewood Junior High School and the Richland Bean Blossom school district are committed to continuous school improvement.

FACULTY and STAFF

MAIN OFFICE:

Melissa Pogue
 Donna Atkinson
 Susan Fletcher
 Meg Ashba
 Amy Winkler
 Frank Dunn
 Fred Meyer
 Jennifer Mann

STAFF

Principal
 Assistant Principal
 Secretary
 Attendance
 Guidance
 Guidance
 Guidance
 Health Assistant

EXT

2310
 2311
 2312
 2313
 2315
 2316
 2315
 2317

E-MAIL@rbbcsc.k12.in.us

mpogue
 datkinson
 sfletcher
 mashba
 awinkler
 fdunn
 fmeyer
 jmann

SUPPORT STAFF:

Don Arthur
 Robbie Harris
 Mona Taylor
 Mark Heckman

Custodian
 Custodian
 Custodian
 Custodian

TEACHERS:

Megan Abbott
 Cheryl Arnold-Ritter
 Zech Ashba
 Lisa Beeman
 Carol Berney
 Courtney Bowden
 Dona Brown
 Beth Cline
 Teah Entrekin
 Amanda Fisher
 Kevin Gill
 Lynda Grubb
 Cathy Hastings
 Becky Hillenburg
 Kelly Holloway
 Curt Koehler
 Marla Ledbetter

 Jan Martin
 Erica Musslewhite
 Brian Paulsen
 Jeff Pierce
 Jerry Pittsford
 Greg Ratliff
 Mike Reagan
 Alice Robertson
 Tom Roeger

 Jill Stephens
 Elise Tiller
 Jill Walters
 Cathy Vannice
 Courtney Vencel
 Teresa Yarbor

Mathematics
 Physical Education
 Science
 Special Education
 Social Worker
 6th grade
 6th grade
 Mathematics
 6th grade
 Language Arts
 6th grade
 Library Assistant
 Science
 Science
 Special Education
 Band
 6th grade
 Art
 6th grade
 Special Education
 Choir
 6th grade
 Language Arts
 Physical Education
 6th grade
 Language Arts
 Special Education
 Social Studies
 Social Studies
 Special Education
 World Languages
 Social Studies
 Mathematics
 Family & Consumer Sciences
 Speech/Hearing

2396
 2360
 2387
 2372
 2395
 2375
 2374
 2365
 2381
 2363
 2382
 2345
 2367
 2366
 2379
 2351
 2377
 2386
 2383
 2391
 2390
 2376
 2368
 2361
 2380
 2373
 2322
 2362
 2388
 2328
 2370
 2364
 2385
 2395

mabbott
 critter
 zashba
 lbeeman
 cberney
 cbowden
 dbrown
 bcline
 tentrekin
 afisher
 kgill
 lgrubb
 chastings
 rhillenburg
 kholloway
 ckoehler
 mledbetter

 jmartin
 emusslewhite
 bpaulsen
 jpierce
 jpittsford
 gratliff
 mreagan
 arobertson
 troeger

 jstephens
 etiller
 jwalters
 cvannice
 cvencel
 tyarbor

HARMONY PARENT CONNECTION WEB PAGE

Parents have the ability to view student's school information over the Internet. The Harmony link has been created on the school's and district's web sites that will take you to the connection. Once connected, you will have the ability to view your student's information by entering your student "ID number" and parent "password."

Parents will be issued a User ID and password. Please contact Edgewood Junior High School at 876-2005 if you have any questions or experience difficulty logging on.

TELEPHONE DIRECTORY

Edgewood Early Childhood Center	876-6325	FAX # 876-5424
Edgewood Primary School	876-9600	FAX # 876-9611
Edgewood Intermediate School	876-2219	FAX # 876-2269
Stinesville Elementary School	876-2474	FAX # 876-2475
Edgewood Junior High School	876-2005	FAX # 876-8985
Edgewood High School	876-2277	FAX # 876-9163
School Service Center	876-7100	FAX # 876-7020
Maintenance Building	876-6305	
Food Service Director	876-9600	FAX # 8769611
Superintendent	876-7100	FAX # 876-7020
Assistant Superintendent	876-7100	FAX # 876-7020
Forest Hills Special Education Co-op	876-6325	FAX # 876-5424
WEATHER HOTLINE	876-9020	

DAILY SCHEDULE

7:25 a.m. – 2:20 p.m. Busses dismiss at 7:15 a.m.

SCHEDULE FOR OTHER SCHOOLS IN THE CORPORATION:

Kindergarten: 8:40 - 11:25 a.m. and 12:20 - 3:15 p.m.

Grades 1 - 5: 8:40 a.m. - 3:15 p.m.

Grades 9 - 12: 7:35 a.m. - 2:30 p.m.

PARKING

Visitors may park in the north lot (where there are basketball goals.) Students will be dismissed to this lot after busses have left at the end of the day.

EMERGENCY BULLETINS (SCHOOL CLOSING):

In case of severe weather (snow, low temperatures, ice) the official announcement for school closings can be checked on local radio stations at 1370 on the AM dial and at 92.3, 97.7, 105.1 or 96.7 on FM or on Indianapolis TV stations. Listen to the station and **DO NOT CALL THE SCHOOL OR ADMINISTRATORS**. The school web page will also have updates on school closings. An emergency weather INFORMATION number can be accessed at 876-9020 with current information on school closings and delays during inclement weather.

PHONE CALLS

Please call by 1:30 pm to have office staff relay messages to students. Emergency messages for the students will be received by the office secretaries at any time during the school day. Students may make calls from the office phone when approved by staff. Students may leave the school during the day, only when the guardian is called by the office staff, not the students themselves.

FIRE DRILLS

A fire drill will be held monthly.

- Follow fire drill instructions that are posted in each room.
- Use hallway procedures.
- Be in a straight line.
- Be patient.
- Be quiet.
- In case an exit is blocked, the procedure is to follow the route directed by your teacher.
- Students are to stay outside the building until a signal to return is given.

SEVERE STORM AND EVACUATION DRILLS

A severe storm drill will be held once each semester.

An evacuation drill will be held once each semester.

- ☑ Follow the specific procedures posted in each room.
- ☑ Use hallway procedures.
- ☑ Listen for directions.
- ☑ Be calm.
- ☑ Be quiet.
- ☑ Students and all personnel should definitely not remain in such areas as the gym, cafeteria, shop and band rooms because of the large ceiling areas.

DRILL BEHAVIOR STANDARDS

BE SAFE	BE RESPONSIBLE	BE RESPECTFUL	BE EXCEPTIONAL
Move quickly without pushing	Stay in an orderly line to move as a class	Follow directions immediately from adults	Help others when necessary
Remain SILENT throughout the entire drill	Practice the drill procedure seriously	Stay calm	

FLOWERS/BALLOONS

Please refrain from having flowers and balloons delivered to students during the school day.

TECHNOLOGY/BOOK RENTAL

Technology/Book rental and fee information will be issued in a timely fashion. A complete list of devices/books and schedule of fees will be available in Harmony or at the office. Students will be charged for damaged devices/books beyond normal wear. Lost devices/books will be charged at full price. It is the student's responsibility to take care of school property.

LOCKERS

Only school locks will be allowed. Locks are opened by turning **right - left - right, passing center number one time**. Locks should not be preset and you should not give anyone your combination. Lockers shall not be shared. This safeguards your possessions. Do not write on or deface lockers. **You may not post anything on the outside and only magnetic attachments should be used inside.**

CAFETERIA

Lunch and breakfast prices are set by the school board. For the 2012-2013 school year they will be Breakfast \$1.25 and Lunch \$2.40.

Procedures:

1. Arrive and be seated within five minutes.
2. Supervisors will send students to the lunch line.
3. Supervisors will dismiss students when their area is clean.
4. Remain in your seat and be socially quiet.
5. When at the serving line, be quiet and speak clearly to staff.
6. Ask permission or have a pass to leave the cafeteria.
7. Food items, open drinks/containers may not be carried out of the cafeteria.
8. Everyone is expected to practice good manners at all times.
9. Failure to follow the procedures may lead to assigned seats, lunch detention or referral to the office.
10. **ENERGY DRINKS** are prohibited at school and on the bus. These drinks are not for children and do not

comply with the RBBCSC Wellness Policy. The ingredients are unregulated and may cause adverse reactions. Energy drinks will be confiscated and discarded.

CAFETERIA BEHAVIOR STANDARDS

BE SAFE	BE RESPONSIBLE	BE RESPECTFUL	BE EXCEPTIONAL
Walk at all times	Follow directions from adults	When announcements are being made STOP, LOOK, and LISTEN	Clean up trash or messes that are not your own
Keep hands and feet to yourself	Clean up your area	Wait your turn in line	Report problems to staff on duty
Food and drink should remain off the floor	Keep food and drink in cafeteria	Only eat food on YOUR plate	
	Throw all of your trash in trash cans	Use conversational volume	

SPEECH THERAPY

A speech therapist works cooperatively with the classroom teacher and assists the students. A student may himself/herself request a conference with the therapist or he may be referred by his/her parent or teacher.

COUNSELING SERVICES

The purpose of the counseling service is to help each student in his/her social, educational, vocational and personal development. The counselors are available in their office daily from 7:30 a.m. to the end of the school day. Conferences with students receive first consideration of the counselor's time and are scheduled whenever necessary.

The counselor may assist the student:

1. In recommending materials that the student may use to improve study habits.
2. In planning his/her schedule and school program.
3. In making realistic curriculum selections and suitable plans for the future.
4. In offering aid in problems of adjustment.
5. In offering aid to students in the areas of academic development, career development, and citizenship.

WITHDRAWALS AND TRANSFERS

A transfer form must be obtained from the office. All books must be turned in. The locker must be emptied. Parents are responsible for all outstanding fees. Each transferring student may be required to undergo an exit interview with the principal.

CHANGE OF ADDRESS

Inform the office if you have a change of address or phone number in order to help in addressing mailings or calling home in case of an emergency. Help us keep you informed!

HEALTH SERVICES – RBBCSC

Except in emergencies, no student will be seen by the EJHS health assistant unless they have been escorted to the health office with permission from a teacher. Students may not make personal calls to be picked up; they must follow the health office procedures.

Immunizations

According to Indiana Code 20-8.1-7-10.1(c) (1), when a student enrolls for the first time in a school corporation, a statement of the student's immunizations which shows that the student has received at least the minimum number of immunizations for the student's age will be supplied to the school by a parent or guardian. All immunizations

MUST be current **AT THE TIME OF REGISTRATION**. Students without current immunizations may be admitted to school provided the documentation is received within twenty (20) days.

Student Medication:

1. All prescription and over-the-counter medication will be kept in the school office, unless a student has written physician permission to possess and self-administer the medication according to IC 20-8.1-5.1-7.5.
2. Written instructions from the parent/guardian are required for all prescription and OTC medications. **The instructions must include: name of medication, reason for medication, amount to administer, and time to be administered.** OTC medication amounts must be age appropriate per product label, and may not be given more frequently than stated on label except with physician prescription (see the attached medication form).
3. Pharmacy and OTC medication **must be in the original container affixed with a current pharmacy or package label.**
4. Medication ordered three times a day or less should be given before and after school and at bedtime. Prescription medication with a specific time ordered that is during school hours will be given as directed.
5. Medications must be picked up in the school office, and will be released to the parent or a designee who is at least 18 years old with written permission from the parent. OTC or non-controlled medication may be sent home with the student with written permission from the parent. **Controlled substances (stimulants, prescription pain medication, anxiety medications etc.) can NOT be sent home with a student.**
6. If a student is found using or possessing a medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.
7. Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Injury:

Our "School Health Guidelines" are approved annually by the County Health Officer (currently Dr. Thomas Sharp, MD) and are followed in each school for exclusion for illnesses and basic first aid measures used for the treatment of injuries. Nurses or their designee may administer Tylenol (generic) or an antacid (usually Tums or a generic) with parent permission. The following medications and supplies are kept on hand in the health offices at RBBCSC schools: Tylenol (generic), antacid (generic), contact lens solution, eye irrigations, topical antiseptics, topical analgesics, throat lozenges, band aids, bandages, elastic wraps, heating pads, splints and ice packs. Diphenhydramine (an oral antihistamine) may be used for severe allergic reactions if the parent is contacted and gives verbal permission. Keep in mind that our budgets and supplies are limited and are not to be a substitute or replacement for situations that can be taken care of at home. Please notify us in writing if you prefer that these products **not** be used when treating your child.

Illness:

Students with vomiting, diarrhea, undiagnosed skin rashes, eye infections, or fever over 100° should not attend school. Students should not return to school until symptoms have resolved, or are fever-free for 24 hours. Students being treated with antibiotic medications should receive the medication for 24 hours before returning to school. Students will be sent home from school with temperatures over 100°, vomiting, diarrhea, skin rashes, eye infections, or other symptoms of illness. Students should never call home to be picked up for illness; the nurse or administrator will make the call. Students who do not comply with the established procedure may be considered truant.

Health Screenings:

Head lice checks are done individually on an as-needed basis if signs of possible head louse infestation are noted, such as excessive head scratching or bugs in the hair. Students may be excluded from school if live lice or nits within ¼" of the scalp are found. Students must be checked by the health assistant before they may return to class.

Vision screening is done with all students in grades K, 1, 3, and 8.

Hearing screenings are completed with grades 1, 4, 7, and 10.

Parents or guardians will be notified by a referral letter if a concern is identified during the screening process. Referrals are based upon Indiana State referral recommendations. Further medical evaluation should be obtained. Questions regarding these procedures should be directed to your child's health assistant.

LOST AND FOUND

Lost and found personal items are located in the cafeteria. All lost and found books and classroom materials are in the library. The physical education department has their own lost and found located in the office of the instructor.

USE OF THE SCHOOL BUILDING

Club meetings, class meetings, and other groups using the building for student activities after school hours should reserve facilities through the principal. Students should not be in the building before or after school unless supervised by a faculty member. Students in the building after hours should stay in a designated area and not roam the other parts of the building. Sponsors must remain on the premises until all students under their supervision have been taken home.

VENDING MACHINES

Vending machines are located in the hallway near the gym for student use before and after school only! Drinks are not allowed on school busses, in the hallway, in student lockers or in the gym.

VISITORS (STUDENTS MUST BE IN 6TH, 7TH OR 8TH GRADE AND FROM OUT OF STATE)

Students will not be allowed to bring visitors to school without prior permission. Parents are welcome to visit the school any time. If a parent needs to visit with a teacher the parent should call the office to make arrangements for a proper time. If a parent should need to see his/her child at school he/she should first come to the office so the student can be called out of class.

SCHOOL BUS INFORMATION

School bus drivers have control of all school children conveyed between homes of the children and the school building and return. The driver will keep order, maintain discipline among the children while in the bus and will treat the children in a civil manner, so that no child is imposed upon or mistreated while in his charge.

Upon the recommendation of the bus driver, school authorities will deny the privilege of riding on the school bus to any student who refuses to conduct himself in an appropriate manner on the bus.

Students should remember that school rules apply to the bus ride as well as on school grounds. Bus conduct reports will carry the same penalty as a standard disciplinary action referral.

1st Referral - verbal correction.

2nd Referral - assigned seat on bus, notify parent.

3rd Referral - bus privileges suspended for at least one day.

4th Referral - bus privileges suspended for 3 to 5 days depending upon seriousness of offense.

Any further misconduct may result in Transportation/Administrative conference and removal of student from the bus for the remainder of semester and/or school year. Severe misbehavior which substantially threatens personal safety or interferes with the learning process at school may result in immediate disciplinary action including parent conference, suspension, and/or expulsion.

Each student should be waiting at his/her boarding station when the bus arrives. In cases of emergency or inclement weather, the student should leave shelter when the bus stops. Students, as well as drivers, are to use good judgment in this matter. In cases of chronic lateness, the driver will refer the student to the principal.

Students must obey school rules from the time they leave their house until they get back in their house.

BUS BEHAVIOR STANDARDS

BE SAFE	BE RESPONSIBLE	BE RESPECTFUL	BE EXCEPTIONAL
Remain seated at all times	Follow bus driver's direction immediately	Talk with conversational voice; no yelling	Help bus driver and other students when needed
Pay attention when entering and exiting the bus	Inform driver of problems	Follow driver's rules for food and drink; Avoid messes	Report problems on the bus to the office

EXTRACURRICULAR BUSESSES

Students who ride busses to extracurricular activities are expected to return on the bus unless excused by the sponsor upon written request of a parent or guardian.

BICYCLES/MOPEDS/SKATEBOARDS

Students riding bicycles to school shall park them in the rack at the rear of the building near the P.E. locker rooms. The student must provide his own lock and chain to keep the bike secure from theft. While students are allowed to bring skateboards to school, they must be stored and will not be accessed during the school day. Students are not to drive mopeds or any type of motorized vehicle to school.

FIELD TRIPS AND EXCURSIONS

Parents will be asked to complete a blanket permission form for field trips and excursions. This will save everyone time and money. However, all trips must be advertised at least one week in advance to give parents time to disallow their child’s permission for any trip.

School rules will apply for all trips, and there may be additional special rules that are also needed for a particular trip or program. These will be covered in advance by the staff member sponsoring the trip.

SOCIAL FUNCTIONS

The following regulations will be in effect for all social functions of Edgewood Junior High School:

1. Comprehensive plans for any social function must be submitted in writing to the principal at least two weeks in advance. These plans must bear the signature of the class officers and their sponsors.
2. Each activity is to be planned for Edgewood Junior High students only. No visitors will be admitted. Bands and entertainers outside EJHS student body are not generally allowed.
3. Generally, no activity is to be scheduled on an evening followed by a school day.
4. An activity must end (including clean-up) no later than 9:30 p.m.
5. Once a student arrives at an activity, he/she is expected to remain in attendance until the activity is over. Any student who leaves the building before the activity ends will not be allowed to return.
6. Each student should inform his/her parents of the exact time that the activity will end and have someone pick him/her up at that time. School phones are not always accessible to students at these activities.
7. All activities must be coordinated through the principal’s office, and the principal’s decision will be final.
8. Students must meet eligibility requirements to attend social functions. No students with six or more disciplinary referrals will be allowed to attend.
9. Students must attend school on the day of a social function in order to attend that social function. Students serving an In-School Isolation or Thursday School are not eligible for attendance at a social function or extra-curricular event.

Inappropriate public displays of affection are not allowed during school hours or at after school functions.

CONVOCATION BEHAVIOR STANDARDS

BE SAFE	BE RESPONSIBLE	BE RESPECTFUL	BE EXCEPTIONAL
Walk at all times	Stay with the teacher that takes you to the convocation	Sit quietly in your assigned area	Help others when necessary
Food and drinks are prohibited	Follow directions of teachers and staff	Avoid crowd disruptions	
Remain seated			

COMPUTERS

The junior high school will make its computer resources and networks available to users for class work with the fewest interruptions possible. Computer accounts, passwords and other types of authorization are assigned to users and shall not be shared with others. The resources may not be used for illegal purposes such as: plagiarism; introduction of unauthorized software, graphics or viruses; or harassment through emails. Disciplinary consequences will be assigned. Students who visit off limits sites will have computer privileges suspended.

ELECTRONIC DEVICES/TECHNOLOGY BEHAVIOR STANDARDS

BE SAFE	BE RESPONSIBLE	BE RESPECTFUL	BE EXCEPTIONAL
Select an obscure account password not to be shared with others	Follow rules for use; right time and right place with each teacher	Refrain from profanity and offensive language	Consider all interactions as face-to-face; would behavior be the same?
Stay only on approved sites and in approved programs	Take care of devices; on your person, in locker or classroom storage	Remember once you post, you can't take it back - may be a permanent record	Cyber bullying will not be tolerated – Stop, Block and Tell
You should friend only people you know well	Post/send only information you want the whole world to know	Technology should not be used as a weapon to demean and bully	Compromising security systems will not be tolerated
Post only enough to join site – no name, age or hometown	Think twice before you click send	Think about the person on the receiving end	Be aware that all Internet use is monitored; ask before you search
Caution should be taken before posting to the web	Do your own work – do not download or copy from others	Many posts are not true; simply delete	

Cell phones and electronic devices shall be used as directed by each classroom teacher.

The use of cell phones or electronic devices with cameras is prohibited in locker rooms, classrooms, bathrooms and/or swimming pools.

EJHS assumes no responsibility for devices that are damaged, lost or stolen.

MEDIA CENTER

The EJHS Media Center opens at 7:30 a.m. and closes at 3:00 p.m. The media center is a comfortable, inviting environment for reading and learning. Students are expected to behave with respect and consideration for others while in the media center. Failure to comply with this policy will result in loss of privileges and/or office referral.

Students' agendas are required when checking out materials from the media center. With the exception of two magazines at a time, students may check out a limit of three items from the media center. Most materials are checked out for three weeks while magazines are checked out for two days. All materials may be renewed unless the item has a hold on it. Students requesting an item not currently in the media center may place a hold on it. The media center staff will notify students when holds are available for pick up. Items will be held for one week. Unclaimed items will either be re-shelved or will be made available to the next person on the hold list.

In the case of lost or damaged media center materials, students are expected to reimburse the media center for any items checked out. The media center offers students access to computers for academic purposes only. Students are not permitted to play games, email or instant message on media center computers at any time.

MEDIA CENTER BEHAVIOR STANDARDS

BE SAFE	BE RESPONSIBLE	BE RESPECTFUL	BE EXCEPTIONAL
Keep hands and feet to yourself	Enter media center when it is OPEN	Use QUIET voices	Straighten books and materials
When seated, keep 2 feet and 4 legs on the floor	Sit and read once you have chosen a book	LISTEN to instruction and directions	Report damaged books or books in the wrong location
Walk at all times	Return books ON TIME and to the correct location	Wait patiently in line for check out or help	

STUDENT COUNCIL

The student council is open to sixth, seventh, and eighth grade students. Interested students must attend a beginning of the year informational meeting and complete a contract to be a student council member. Good grades and good conduct are prerequisites. The goals of the council are to teach good citizenship, to develop leadership, to help stimulate school spirit, and to participate in the student government of our school.

AWARDS

Students will be able to earn a scholastic award by being on the "Honor Roll" three out of four grading periods for the year. Perfect attendance and participation in various school activities will be recognized.

Perfect attendance recognition requires that the student is present at school all day each day of the school year and receives no tardies throughout the year.

Certificates may be earned by participating in any school sponsored group.

PART II – POLICIES AND PROCEDURES

These policies are provided to aid you in understanding your responsibilities as a student at Edgewood Junior High School. These policies are necessary for the orderly daily operation of the school. We feel that most people are willing to cooperate and to do what is expected of them if they know what is expected.

A. ATTENDANCE

PLEASE CONTACT THE SCHOOL WHEN YOUR CHILD IS ABSENT, 876-2005!

All students are expected to attend school regularly and to be on time to classes in order to receive maximum benefit from the instructional program.

In keeping with the school board approved attendance policy, a student should not be absent from school more than nine (9) days each semester. An absence is recorded when a student is not in class. The student who misses more than fifteen (15) minutes of class shall be considered absent from that class unless an exemption is granted by the administration. It is believed that students who miss more than nine instructional periods per class per semester have missed a significant amount of classroom interaction as well as instruction. The cooperation of the student, parents, and the school is essential in providing a firm framework for the student to achieve the fundamental foundation of regular attendance.

B. EXCUSED ABSENCE

A student's absence will be considered excused if (1) contact is made by phone by the parent or guardian or written notification of the absence accompanies the student upon his/her return to school and (2) an excused absence criterion is met. Excused absences include absence from school for the following reasons:

1. Illness (medical, dental, and/or clinical appointment)
2. Death in the family
3. Required religious observance
4. Quarantine and communicable disease

Absence notification can be made 24 hours a day by calling 876-2005 and pressing 1 for attendance. Each student and parent should realize that the determination of a valid, and therefore, excused absence, rests with the administration of Edgewood Junior High School.

IN THE FOLLOWING EVENTS STUDENTS ARE NOT COUNTED ABSENT IN ACCORDANCE WITH INDIANA CODE AND THESE ABSENCES MUST BE PREARRANGED

- ☑ Page or honoree in the Indiana General Assembly I.C. 20-33-2-14
- ☑ Subpoenaed court appearance I.C. 22-33-2-16
- ☑ Helper to a political candidate, political party, or to a precinct election board on the date of an election I.C. 20-33-2-15

C. UNEXCUSED ABSENCE

An absence is classified as unexcused according to the following criteria:

1. A parent/guardian fails to verify the absence upon the student's return to school.
2. The reason for missing school does not fall under the criteria for an excused absence.
3. The student fails to notify the attendance office in advance in cases of prearranged absences.
4. Signing out of school without the knowledge or permission of a school official even if a parent or guardian has been called prior to leaving.
5. An absence due to truancy or missing class without school authorization.
6. Students who are late to class for more than fifteen (15) minutes.
7. If a student who is absent from school due to illness, participates in or is present at an extra-curricular event the same day as the absence, regardless of parent call.

D. PRE-ARRANGED ABSENCE

The administration's philosophy is that parents have the obligation to see that their children are in attendance at school. (State funding is predicated on attendance.) Parents must take the attitude that children shall be in school and plan their activities accordingly. If parents request their children to be absent from school for reasons other than those excusable by policy, the following procedures must be adhered to:

- a. Pre-arranged conference by a parent and the principal or designee at least 3 days in advance of absence. This may be in person, by phone or email.
- b. Parents will complete the form and this will become part of the student's permanent record.
- c. Students will be expected to receive, in advance, assignments from teachers. This work should be presented to the teacher on the day of the student's return to classes. Teachers will initial below that they have been informed of the intended absence.
- d. Students will be held responsible for any work covered during absences.
- e. Pre-arranged absences will not be allowed during nine-week, semester, or final examinations.

Class work missed may not be made up for credit if the absence is not pre-arranged. Students and parents must realize that these days will be counted toward the nine day total allowed each semester.

E. EXCESSIVE ABSENCES

Any combination of nine (9) absences in any course during any term will be considered excessive absences. This will prompt an attendance review procedure.

The following is the procedure that the attendance review will follow:

1. After the fifth (5th) absence from one or more classes, school officials will contact the parent/guardian by letter, email or phone call. This step is a reminder of accumulated absences. The student may be referred to counseling.
2. After the seventh (7th) and tenth (10th) absences, an attendance review letter will be sent to the parent/guardian. A return phone call or attendance conference will be necessary. With these letters, if circumstances merit special consideration, parents/guardians may request and complete an Extenuating Circumstance form. Parents are responsible for returning the completed form in a timely fashion.
3. Additional absences may warrant disciplinary actions including the student's absences reported to the Monroe County Probation Office.

F. TARDINESS

All students are expected to report promptly to their classes. The general rule is that students are tardy if they are not in their seats when the bell rings. The following procedures will be adhered to with regard to tardiness.

1. If a student arrives late to school, he/she should sign in at the office counter and go immediately to class. Only those reasons listed under authorized absences will serve to excuse a tardy.
2. If a teacher or other staff member causes a student to be late to another class, that person will arrange an escort to the next class.
3. In case of sickness, accident, or other personal reason for tardiness, the student will be escorted from the nurse or counselor. If neither of them is available, the secretary will arrange an escort.
4. **Chronic tardiness** will result in disciplinary action. After the **fourth tardy** school wide, **cumulative for all classes**, a parent contact will be made. Additional tardiness will result in Friday School, lunch

detentions, after-school detention or in-school-isolation. The tardiness will not carry over from the first semester to the second.

G. LEAVING THE SCHOOL DURING THE SCHOOL DAY

Once a student arrives at school he/she is to remain at school until the end of the school day unless he/she has permission from the office to leave. If a student must leave school during the day, he/she must follow this procedure.

1. In case of illness or accident, the secretary or nurse will contact the parent to come for the student. Students may not make a personal call to be picked up; they may be counted truant.
2. In case of necessary doctor, dentist, or other appointments, the student should bring a note from parent or guardian stating the time he/she is to leave school and the nature of the request. This note should be taken to the office before school in the morning for approval.
3. In all cases, the student waits at the main office for his/her parents or guardian to come in to sign him/her out.
4. When possible, the student should return to school after the appointment and sign in at the office counter. The secretary will give the student a pass to class. If a student misses more than one class, he/she should show the pass to the teacher of all classes missed.
5. Students are not to be released from school to the custody of anyone unless permission is granted by a legally constituted guardian or parent. In case there is a question about the right of the parent or relative to take a child from the school, the principal is justified to demand evidence that he/she has legal custody of the pupil or has permission of the legally constituted guardian or parent.

ACADEMIC GRADES

At the end of each 9 weeks, the guardian will receive a report card link which includes an evaluation for each subject. Grades can be checked on the Progress Report through Harmony at any time.

The following evaluation system is used:

A+	99-100%	C+	77-79
A	93-98	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B -	80-82	D-	60-62
		F	59 and below

STUDENT PROMOTION AND RETENTION POLICY

Promotion to the next grade level is not a guarantee. Students will be identified for remediation and support to master core curriculum standards. They will need to demonstrate proficiency on each subject's standards to be promoted. 2012-13 is a pilot year for this new policy beginning with sixth grade.

SPORTS ELIGIBILITY

We feel that emphasis needs to be placed on academics to be eligible for athletics at Edgewood Junior High School. Only students enrolled full-time may participate on sports teams (IHSAA Rules 12-1, 18-1.) A medical physical must be on file in the school office before participation begins. The student must pass ALL of their classes in order to be eligible to participate. The following measures will be taken to ensure that each student is meeting these criteria. Students may be denied participation or dismissed from a team if they have accumulated 10 or more Tardies or 6 or more Discipline Reports.

Grades will be checked at mid-terms (4 ½ weeks) and at the end of each grading period (9 weeks). If a student/athlete has a failing grade they become ineligible to participate in games/meets. They can still practice daily, but they cannot participate in contests. After two weeks, the grades will be rechecked. As long as they do not have another failing grade, they become eligible again. If they still have a failing grade, they are done for the remainder of the season. Each student will begin each year as eligible.

Conflicts Between Activities

1. Activities at Edgewood Junior High School share many students. From time to time there may be a conflict between the practice, rehearsal, game, and/or performance times of these activities. The student-athlete can help make a decision as to which activity to attend.

2. The general rule is that the student can choose, without any type of grade loss penalty, to attend the EJHS activity he/she wants. All conflicts should be known before the season, when possible, and the coach and sponsors of the conflicting activities should communicate and resolve conflicts before problems occur. When several conflicts occur, students should alternate days back and forth between practices or rehearsals after making the decision of which rehearsal or practice to attend initially.
3. The importance of a game or contest will always take precedence over any practices or rehearsals. Student-athletes and performers will be expected to prepare with their groups or teams the day of a performance or game. If you have given an excuse to not participate in PE, you may not participate in after school activities or sports.

Student athletes may be dismissed from a team for failure to represent EJHS appropriately, for gross misconduct or for not following school rules or public laws.

HONOR ROLL

An "Honor Roll" will be prepared at the end of each nine weeks and both semesters. A student will be placed on the Honor Roll if he/she receives a 3.0 GPA or better in all subjects with all grades being at least equivalent to a "C-" or above. Anyone receiving a grade of "D+" or below does not qualify for Honor Roll. In calculating the GPA, please be aware that "+" and "-" carry more or less weight respectively, than the point value of a solid grade.

HOMEWORK

The teachers are expected to assign homework; it will be available to view in Harmony. The students are expected to be organized to complete this work and are expected to carry and use the school agenda book. Students with excused absences are given one day for each day missed to complete make-up work.

PHYSICAL EDUCATION POLICIES AND PROCEDURES

- A. **DRESS** The following items are required: Edgewood shirt, appropriate shorts (see dress code), athletic shoes and socks. Sweat pants are also permitted. No sandals are allowed for safety reasons. Not dressing could result in detention, Friday school or other consequences deemed appropriate. Not dressing will affect the student's grade.
- B. **SHOWERS** The opportunity to shower is available daily.
- C. **SWIMMING** Swimming may be required one week during the semester. The goal is for all students to be able to swim by the 8th grade. Students are grouped by ability level. Appropriate swim wear is required.
- D. **SKATING** Roller skating is a one week unit and includes an additional fee.
- E. **LOCKER ROOM** New combinations are issued each semester. Personal items must be locked in the lockers. The school is not responsible for any lost/stolen items. Cell Phones or other communication devices with cameras are not permitted in the locker rooms for protection of privacy.
- F. **MEDICAL** A note from home will be accepted for an injury or condition one time. After that, a doctor's statement is required. If you have given an excuse to not participate in PE, you may not participate in after school activities or sports.

STUDENT BEHAVIOR STANDARDS

A. STUDENT DRESS AND GROOMING

A student shall be considered appropriately dressed and groomed except in cases where such dress and/or grooming shall be considered by school authorities to be unsafe, unhealthy, and/or disruptive to the educational process. Students who come to school inappropriately dressed and/or not conforming to the dress code are subject to being sent home or held out of class. Subsequent dress code violations will be dealt with through the Administration as an act of insubordination.

1. The following guidelines will be used for determining inappropriate dress:
 - a) Clothes must be worn as intended by the manufacturer. Undershirts are not to be worn without appropriate outerwear.
 - b) Shorts and skirts must extend past the student's fingertips when arms are extended to the sides or must be at least mid-thigh.
 - c) Pants must have the waistband at the waist or at hip bones for low rise; they must not be sagging.
 - d) All shirts and blouses must extend two inches below the belt line, cover undergarments, and cover the entire torso area including cleavage.
 - e) Footwear must be worn at all times.
2. Prohibited from School:

- a) Clothes portraying weapons of any kind.
- b) Clothes that suggest gangs, sexual content, alcohol, tobacco, or drugs.
- c) Clothes or objects that suggest/exhibit racial, sexist, or prejudicial symbols.
- d) Pants that have holes above mid-thigh area.
- e) Pajama pants.
- f) Wearing hats, hoods and/or bandannas or bandanna-like products.
- g) Sunglasses unless prescribed by a physician.
- h) Sleeveless tops.
- i) Slippers and wheelie shoes.
- j) All bottles of perfume, cologne and body sprays.

Students who violate the dress code policy will be asked to change to appropriate clothing. Chronic violation of the dress code policy will result in disciplinary action.

OFFICE BEHAVIOR STANDARDS

BE SAFE	BE RESPONSIBLE	BE RESPECTFUL	BE EXCEPTIONAL
Keep hands and feet to yourself	Check-in and wait your turn	Wait patiently for office staff to address your needs	Help others when necessary
Watch for others coming in and out	State your Purpose clearly	Use polite language: "Please" and "Thank you."	
Stand or sit in appropriate spots	Wait patiently for your turn		

HALLWAY BEHAVIOR STANDARDS

BE SAFE	BE RESPONSIBLE	BE RESPECTFUL	BE EXCEPTIONAL
Walk at all times, keeping to the right	Move with purpose to locker and next class	Take pride in our school	Help others when needed
STOP, LOOK & LISTEN when spoken to by an adult	Observe time limits and be in your seat when the bell rings	Respect the personal space of others	Pick up trash that is not your own
Move with the flow of traffic; Do not block the middle of the hallway	Keep halls clean. Put trash in trash cans	Use quiet voice and appropriate language	Notify office of problems in the hallways
Keep hands and feet to yourself		Be aware of classes still in session	

RESTROOM BEHAVIOR STANDARDS

BE SAFE	BE RESPONSIBLE	BE RESPECTFUL	BE EXCEPTIONAL
Walk to and from restroom	Make sure toilets flush	Give people privacy	Loitering is not permitted
Keep water off the floor	Wash hands with soap	Use a quiet voice	Report damaged property or graffiti to the office
Keep hands and feet to yourself	Put trash in trash cans	Maintain a graffiti-free space	
	Report problems with sinks / toilets		

PLAGIARISM

Webster's Ninth Collegiate Dictionary defines plagiarism as "to steal and pass off (the ideas or words of another) as one's own: use (a created production) without crediting the source: to commit literary theft: present as new and original an idea or product derived from an existing source." In today's world students are continually presented with mass quantities of information. The availability and easy access of the information can serve as a great resource for these students; however, this availability of information has also led to an increase in the number of cases involving plagiarism. EJHS students found to have committed plagiarism are subject to discipline referral and resulting loss in grade.

THEFT

If it is not yours, do not touch it! This simple statement applies to the personal property of others and school items. Regardless of whether the item in question is a piece of candy or a computer, theft is theft. Students should be aware that disciplinary action for theft could include detention, ISI or OSS and notification to the police department.

BULLYING

Edgewood Junior High School is committed to providing a safe learning environment. Bullying will not be tolerated. Bullying is defined by the state as follows: "Over repeated acts or gestures including verbal communications transmitted, physical acts committed, or any other behaviors by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student."

(Anonymous Reporting Hotline #876-2005, Extension #303)

Students who engage in any act of bullying while at school, at any school function, in connection to or with any RBBCSC sponsored activity or event, or while in route to or from school are subject to disciplinary action, up to and including suspension and expulsion.

GANG AND GANG ACTIVITIES

- A. Gangs, gang-related activities and secret societies are not acceptable in the school setting. The Board of Education is aware that their presence interferes materially and substantially with the educational process and the requirement of appropriate discipline in the school. They also foster anti-social behaviors, attitudes, and practices which may endanger the health, safety, and welfare of our students. Therefore, students are prohibited from participating in any activity related to a gang, secret society, any public school fraternity or sorority, while attending school or school-sponsored events.
- B. By this policy the Board of Education acts to prohibit the existence of gangs or gang activities as follows:
 1. No student on or about school property or at any school activity:
 - a) Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem badge, symbol, sign, or items which are evidence of membership or affiliation in any gang.
 - b) Shall commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
 - c) Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity including but not limited to:
 - a. Soliciting others for membership in any gangs;
 - b. Requesting any person to pay protection or otherwise intimidating or threatening any person.
 - c. Committing any other illegal act or other violation of school district policies;

- d. Inciting other students to act with physical violence upon any other person.
2. Penalties for Violation:
 - a) Any student who is first suspected of violating paragraphs A or B of this policy will be required to surrender any material or object alleged to violate the policy to school officials and attend a parent conference. The police will also be notified.
 - b) Subsequent identical violations of the policy will subject the student to a suspension or expulsion as described in sub-paragraph b.
 - c) Any student alleged to have violated paragraph 3 of the policy upon a finding of a violation in accordance with the school handbook and/or Indiana Code shall be subject to a suspension or expulsion for a period not to exceed one full year.

DISCIPLINARY GUIDELINES

Please refer to the R.B.B.C.S.C. Student (Parent) Handbook. The following is a description of possible disciplinary actions:

A. AFTER SCHOOL DETENTION

1. Students assigned a detention will be required to stay after school in a designated room with the detention supervisor from 2:25 p.m. until 3:15 p.m. Students need to bring school related work to detention. Any student serving after school detention will be given 24 hour notice in order to make arrangements for transportation. They may not participate in after school activities on the day served.
2. Students who accumulate a total of 4 or more detentions will be subject to further disciplinary action such as the establishment of a behavior plan or contract, assignments to a peer/staff mentor, or an office referral.

B. IN-SCHOOL ISOLATION

The in-school isolation program is an alternative to out-of-school suspension. It affords the student who has placed himself/herself in serious disciplinary trouble with a teacher or a school official the opportunity to continue his studies in isolation from the mainstream school environment. In addition to working on classroom assignments, the student will also be given the opportunity to be counseled or to participate in counseling activities in hopes that his/her behavior, outlook, and attitude will be improved. Students assigned to in-school isolation should report directly to ISI at 7:25 a.m. with all texts, student handbook, and necessary supplies. The in-school supervisor will advise students of the rules for their isolation which include:

1. Students are not to be out of their seats without permission.
2. Students are not to talk or otherwise communicate with anyone for any reason without first securing permission from the supervisor.
3. Students are to work on each assignment that is brought to them. *(Students must complete assigned work during the day of in-school isolation to receive credit.)*
4. Restroom breaks will be provided once in the morning and once in the afternoon.
5. It is the responsibility of the student to return all completed work to the appropriate teacher.
6. Students will be dismissed after all assignments have been accounted for at 2:20 p.m.
7. All other extra-curricular privileges related to school are withdrawn for the entirety of those days in which students are assigned in-school isolation.
8. Any student who is unable to comply with the rules will be removed from in-school isolation and will receive out-of-school suspension equal to the number of days remaining from the original isolation including the day of removal.
9. If at all possible, a parent will be contacted and asked to pick up the student to begin the suspension immediately.
10. Following the in-school isolation, the principal shall send written notice to the parent describing the student's misconduct and the action taken.

C. THURSDAY SCHOOL

Thursday School is a program designed to provide a means of modifying student behavior that does not interfere with the student's academic progress or have a direct negative effect on grades. Thursday School assignments are made by administration only.

1. Thursday School will start at 2:25 p.m. and end at 4:30 p.m. Students assigned a Thursday School may not attend after school activities on the day served.
2. Students are expected to be in the Thursday School Room and will not be permitted to leave until 4:30 p.m. Restrooms are located in the area and may be used with permission.

3. All regular school rules are in effect. The Thursday School supervisor is in charge and failure to follow his or her directives may result in dismissal or referral to the assigning administrator.
4. Students who are dismissed or who violate the rules will be suspended out of school in addition to being required to complete the Thursday School assignment.
5. Credit will not be given for partial completion of Thursday School.
6. Each student is expected to bring study materials for the two hours.
7. Acceptable working materials include textbooks, library books, and homework assignments. No talking is allowed.
8. It is recommended that students contact their teachers for assignments so they may do constructive work in Thursday School.
9. Students who fail to bring materials or who fail to keep busy on appropriate work may be dismissed from the program and referred to an administrator for further action.
10. No food or beverage may be consumed during Thursday School.
11. Excused absences include: personal illness, unavoidable family emergency, or death in the family. A parent's note or phone call must be received by the assigning administrator on the first day the student returns back to school following his Thursday School assignment.
12. Sleeping or giving the appearance of sleeping will result in dismissal.
13. Students dismissed from Thursday School are to be instructed to call home before leaving the school grounds.
14. Unexcused absence from assigned Thursday School will result in 1 day ISI.

D. OUT OF SCHOOL SUSPENSIONS (I.C. 20-8.1-5.1-8)

Students may be suspended by the principal when he/she feels that their behavior warrants it. During the period of out of school suspension students shall not attend school, participate in school corporation functions, or set foot on school corporation property. OSS days will be reassigned if they fall on cancelled school days. Failure to abide by the terms of the out of school suspension may result in a recommendation for expulsion. The student will not be given credit for completed assignments but will receive a grade for made-up tests. Following the assignment of out-of-school suspension, the principal shall send written notice to the parent describing the student's misconduct and the action taken.

E. EXPULSION (I.C. 20-8.1-5.1-8)

Any student may be expelled for repeated refusal to obey school rules. A student may also be expelled for conduct while at school, on school property, or under school supervision which endangers property, or health and safety of others. The expulsion will be for the remainder of the school term. If a student is expelled in the second semester, the expulsion will remain in effect for summer school and may remain in effect for the first semester of the following school year. Students who are expelled in the first semester and their parents/guardians will be required to sign a re-entry contract. This contract will require the student to follow all school rules and regulations without fail.

Incidents of misconduct (committed by the reinstated student) will not be tolerated and the administration will reserve the right to expel the student for the remainder of the school year if necessary.

F. DISCIPLINE POLICY STEPS

Students who are reported to the office by a teacher or other staff member will have a discipline report form entered in Harmony. A notice of the report will be sent by email or mailed home. The following steps will occur for all discipline reports (excluding tardiness) sent to the office:

1. After 3 reports: The student will be referred to counseling.
2. After 6 reports: The student will be excluded from after school and extra-curricular activities until further notice from the administration.
3. After 9 reports: A parent-teacher conference may be suggested.
4. After 12 reports: The student may receive three (3) days out-of-school suspension. Additional referrals may cause expulsion proceedings to start.

Major infractions or special circumstances may cause administration to bypass the initial discipline steps and go for suspension/expulsion at an earlier stage.

5517 – REPORTING HARASSMENT

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

A. Verbal:

The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Corporation, or third parties, (visiting speaker, athletic team member, volunteer, parent, etc.)

B. Nonverbal:

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the Corporation, or third parties.

C. Physical Contact:

Threatening or causing unwanted touching, or contact of a sexual nature, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity, with a fellow student, staff member, or other person associated with the Corporation, or third parties.

Race/Color/Religion/National Origin/Age/Disability/Other Forms of Harassment

A. Verbal:

Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the Corporation, or third parties.

Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation or third parties by refusing to have any form of social interaction with the person.

B. Nonverbal:

Placing insulting or threatening objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation, or third parties.

C. Physical:

Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the Corporation, or third parties.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation, or by third parties should make contact with one, two or three staff members selected by each building principal with whom the student would most likely be comfortable in discussing a matter of this kind. These staff members include the principal, assistant principal and the counselors.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly on Form 5517 F1 and a copy forwarded to the Superintendent.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. Protect the confidentiality of the student who files a complaint.
- B. Encourage the reporting of any incidents of sexual or other forms of harassment.
- C. Protect the reputation of any party wrongfully charged with harassment.

Disciplinary action will be taken for any false reporting or retaliation after reporting.

Staff Member Harassment of a Student

If a student reports that he/she is being harassed by a member of the staff, the matter is to be reported immediately to the Principal who shall then contact the Superintendent. The Superintendent shall arrange promptly for a proper inside or outside investigation by those who are experienced in such investigations. In addition, the Principal, upon receiving the complaint from a minor student or his/her parents shall determine if the harassment may constitute child-abuse and, if so, follow the child-abuse reporting procedure described in AG 8462.

During the investigation, the accused staff member may be removed from any contact with students. In addition, the Principal shall ensure that the alleged student victim receives proper guidance and support in dealing with any after-effects of the alleged harassment.

Investigation of a complaint not involving a member of the staff will normally include conferring with the parties involved (may include parents), and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

The Corporation recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, the Corporation recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the Corporation, or third parties.

This guideline does not negate the requirement for reporting suspected child-abuse to the proper authorities in compliance with AG 8462.