

**Covington
Middle School
“Home of the Trojans”**

STUDENT HANDBOOK 2018-2019

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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

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**COVINGTON COMMUNITY SCHOOL CORPORATION
NORTH CENTRAL ASSOCIATION VISION STATEMENT**

We are a caring, learning community where everyone actively participates and contributes with pride, allowing our learners to realize their potential and reach their dreams.

**COVINGTON MIDDLE SCHOOL
MISSION STATEMENT**

The Covington Middle School Family is committed to challenging all to achieve their unique potential by applying critical thinking skills and demonstrating responsible citizenship through communication and cooperation.

SCHOOL DAY INFORMATION

Daily Schedule:

Students may enter the building at 7:30 a.m. and report directly to the cafeteria.

They should not enter the building prior to that time. The only exceptions are extra curricular meetings scheduled before school and pre arranged visits to a teacher for the purpose of getting help.

The school day will begin at 8:05 a.m. All students are to be in their first period class before the 8:05 a.m. bell rings signaling the beginning of first period.

MIDDLE SCHOOL DAILY SCHEDULE-MONDAY, TUESDAY, THURSDAY, FRIDAY		MIDDLE SCHOOL SCHEDULE-WEDNESDAY	
PERIOD 1	8:05-8:52	PERIOD 1	8:05-8:51
PERIOD 2	8:56-9:43	PERIOD 2	8:55-9:41
PERIOD 3	9:47-10:34	PERIOD 3,4	9:45-10:31
PERIOD 4 TARGET TIME	10:38-11:13	LUNCH GRP 1	10:31-11:05
LUNCH GRP 1	11:13-11:46	LUNCH GRP 2 & 3	10:35-11:05
LUNCH GRP 2 & 3	11:16-11:46	PERIOD 5	11:09-11:55
PERIOD 5	11:50-12:37	PERIOD 6	11:59-12:45
PERIOD 6	12:41-1:28	PERIOD 7	12:49-1:35
PERIOD 7	1:32-2:19	PERIOD 8	1:39-2:35
PERIOD 8	2:23-3:10		

TWO HOUR DELAY SCHEDULE

WEDNESDAY TWO HOUR DELAY

DAILY SCHEDULE		DAILY SCHEDULE	
PERIOD 1	10:05-10:40	PERIOD 1	10:05-10:35
PERIOD 2	10:44-11:19	PERIOD 2	10:39-11:09
PERIOD 3	11:23-11:56	PERIOD 3	11:13-11:43
LUNCH GRP 1	11:56-12:34	LUNCH GRP 1	11:43-12:17
LUNCH GRP 2 & 3	12:02-12:34	LUNCH GRP 2 & 3	11:46-12:17
PERIOD 5	12:38-1:13	PERIOD 5	12:23-12:53
PERIOD 6	1:17-1:52	PERIOD 6	12:57-1:27
PERIOD 7	1:56-2:31	PERIOD 7	1:31-2:01
PERIOD 8	2:35-3:10	PERIOD 8	2:05-2:35

SCHOOL CANCELLATION

Occasionally, due to inclement weather or unforeseen circumstances there is a need to delay and/or cancel the school day. Decisions regarding these matters are made at the earliest possible hour. Information regarding closings and delays will be broadcast on local television and radio stations.

ACTIVITIES

Club and other extracurricular groups will meet either before, during or after school, depending on which times are most convenient and desirable for the sponsor and the group members.

In sports, Covington Middle School provides many opportunities for students who enjoy athletics. Covington Middle School participates in the following sports: football, cross-country, basketball, volleyball, wrestling, cheerleading and track.

HONOR ROLL

Three categories of distinction are recognized for academic achievement at Covington Middle School. Those categories are:

Distinguished	Straight A (Recognized at Awards Program)
A Honor	A and A-
A/B Honor	More A than B's with nothing lower than a B-

CORPORATION GRADING SCALE

A	93-100%
A-	90-92%
B+	88-89%
B	83-87%
B-	80-82%
C+	78-79%
C	73-77%
C-	70-72%
D+	68-69%
D	63-67%
D-	60-62%

EARNING HIGH SCHOOL CREDIT IN MIDDLE SCHOOL

Credit earned in middle school can be used to meet high school credit requirements for graduation. If the student elects to count the credit for graduation, the semester grades will be listed on the high school transcript and be included in the high school grade point average.

Algebra 1, if taken in 8th grade, will count as 2 high school math credits for any diploma. Semester grades must be B- or higher in order to count.

SCHOOL INSURANCE

School health insurance is available at the student's expense. If interested, contact the office for form and cost.

PASSES

Students are not to be in the halls during class time without their agenda book properly signed by the appropriate staff member. Students using their agenda book are to report directly to the class or area, which is indicated, on the pass. There are to be NO extra stops or loitering. Violating this request will result in the loss of all pass privileges.

LOST AND FOUND

All articles found in or near the middle school should be turned in to the middle school office. Lost articles may be claimed from this office, but they will be disposed of if not claimed within a reasonable length of time. Students should report any loss to the main office as soon as it is discovered. Each student should print (in ink) his/her name on tablets, gym clothes, tennis shoes, and books, which are owned by the students. Avoid carrying large sums of money or some item of value to school. If a student must bring a large sum of money or some item of value to school, then bring it to the office for safe keeping during the school day. Ask for a receipt for money or the item kept in the office and one will be provided.

USE OF HIGH SCHOOL AREAS - HALLWAYS, BOOKSTORE

Covington Middle School students are not to be in the high school building unless they are passing to or from a class, which is located in the high school building.

SCHOOL NURSE-MRS. MARILYN COREY

The nurse's office is located between the High School and Middle School, just north of the high school library. Her hours for the High School and Middle School are 8:00 a.m.-3:00 p.m. Students wishing to see the nurse must report to their classroom teacher and receive a pass to the nurse. Upon leaving the nurse's station the student should have a pass written to be readmitted to class. Students may stay in the nurse's station for 30 minutes. If after that time the student is not able to continue with their normal schedule every effort will be made to contact parents/guardians to arrange transportation home. Along with monitoring general health, the school nurse is responsible for state mandated immunization, testing, which includes scoliosis, vision and hearing. The testing will be done throughout the school year on grade appropriate students. Parents/guardians will be notified if further evaluation needs to be done by a healthcare professional. These numbers are then reported to the Indiana Department of Education. Please do not send your child to school if running a fever, vomiting or if you believe they have a contagious illness. Our main concern is keeping our students healthy, a well balanced diet and plenty of rest is their main defense against illness.

Going Home Due to Illness:

Students who become ill and request to go home must first report to the Nurse's Office; receive parent permission; and sign out in the Office. Students will not be allowed to leave without parent permission. Leaving school due to illness, verified by parent **is counted toward the eight-day limit.**

Students Sent Home Due to Illness:

Occasionally a student's illness reaches a degree where the Nurse requests the student to return home. In order to be sent home by the nurse when ill, all students will be evaluated by the nurse and may be sent home for vomiting, witnessed by an adult, fever or other special circumstances. Leaving school because the Nurse sent you home **is not counted toward the eight-day limit.**

MEDICATION

If students require the taking of medication while at school, the following guidelines must be observed:

1. The giving or application of medicine and carrying out of special medical procedures shall be done **only on the written instructions from the parent/guardian** for nonprescription/over-the-counter (OTC) medications, and **only on the written instructions of the parent/guardian AND physician for prescription medications and specially ordered medical procedures, as well as specifically ordered OTC medications to be given on a long-term basis.**
2. Medication prescribed for an individual child shall be kept in the **ORIGINAL PRESCRIPTION CONTAINER**, properly labeled with the child's name, physician's name and the directions for use.

*****Pharmacies will gladly provide a FREE second, labeled container for school use when asked.** A dated, signed permission note from the parent/guardian stating the time the prescription medication is to be given also need to be sent. **OTC medication** must be sent to school with the MANUFACTURER'S ORIGINAL LABEL, with the ingredients listed and the student's name affixed to the original package. A dated, signed permission note from the parent/guardian must be sent with the OTC medication stating (a) the purpose of the OTC medication, (b) the time it is to be given, and (c) the amount to be given. **Medication not properly labeled from out of pockets, in sandwich bags or envelopes, or in containers other than the original container can NOT be administered because of the concern that the child has brought medication without parental knowledge.**

The school will provide Acetaminophen (generic Tylenol), Ibuprofen (generic Advil), Benadryl, chewable antacids and cough drops. Permission slip signed by parent/guardian must be on file and these medications will be disbursed upon School Nurse discretion. For any other OTC medication needed, the above procedure must be followed.

3. Medication shall be maintained in a secure, locked location out of the reach of children. **DO NOT SEND MEDICATION IN LUNCH BOXES AS OTHER CHILDREN CAN HAVE ACCESS TO THEM!**
4. Medications that are prescribed 3 or 4 times daily can be administered. Normally, medications prescribed only 3 times daily, especially antibiotics, can be given at home effectively on a 7:30 AM, 3:30 PM and 8 or 9 PM scheduled; however, these can be administered at school IF it becomes necessary. Medications are given daily during the students' lunch times, **UNLESS OTHERWISE, SPECIFICALLY ORDERED BY A PHYSICIAN.**
5. The parent may, upon request, obtain a copy of the written medication policy.
6. Please direct questions, concerns, or different needs to the school nurse. Your child's SAFETY is the greatest priority!

The above procedure is for the protection of YOUR CHILD!!!

VISITORS

All visitors to public schools in Indiana are required, by law, to report to the main office when they first arrive at the school. Visitors sign in and wear a school visitor's tag. Students from other schools are not permitted to visit Covington Middle School students during the school day.

STUDENT DRESS

Students are expected to wear their clothing and manage their appearance in a manner consistent with the following guidelines. Students must not wear clothes that are suggestive and/or obscene in nature.

- Clothing with inappropriate language on it should not be worn.
- Clothes such as bicycle shorts or tight fitting pants (ie. Jeggings, yoga pants, leggings, or stretch pants) may only be worn if buttocks is completely covered with appropriate shirt.
- Tube tops, halter tops, tank tops, sleeveless shirts, fishnet shirts or other types of mesh or “see through” shirts and any clothing which allows for a bare midriff and/or a bare back are not permitted unless an undershirt is worn.
- Low cut pants, baggy pants, pants with holes and or fraying above the acceptable length of shorts are not allowed.
- Shoe or other proper footwear are to be worn at all times.
- Hats and caps are not to be worn inside the building. They should be removed upon entering the building and placed in student’s locker.
- Wallet chains or other chains hooked to clothing are not permitted.
- Facial piercings other than the ears and nose are not acceptable. Clear studs are only acceptable for nose piercings.

Students that violate the dress code will be considered In School Detention until his/her parent arrives with school appropriate clothing. Students who repeatedly violate the dress code will be subject to disciplinary action. **Final determination of appropriate dress lies with the school administration.**

LOCKERS

The locker is to be used only by the person to whom it is assigned. Students are not to do anything to the locks to prevent them from locking each time the locker door is shut. Students are to report to the office any locker or lock that does not work .

Lockers are school property and may be opened by the principal, assistant principal, or their designees at any time.

Other than a general search of all lockers, any search conducted under this section shall be, where possible, conducted in the presence of the student whose assigned locker is the subject of the search.

A law enforcement agency having jurisdiction over the geographic area in which is located the school facility containing such a locker may, at the request of the school principal or assistant principal, or their designees, assist in searching such a locker and its contents.

Nothing is to be placed inside or outside a locker, which may damage or deface it. Restitution will be made by the students for damaged lockers.

OFFICE TELEPHONE

We do appreciate that parents keep their child aware of family business before school and do not interrupt the school day with unnecessary phone calls. However, in the event of an emergency, a middle school office phone may be used for school business for local calls. Prior to making the call, the student fills out an office phone log that explains who is being called and the reason for the call. Phone messages from parents can be accepted and every effort will be made to provide the students with the message. However, families should make plans with their child before and after the school day.

CELL PHONE/PAGER/RECORDERS

In order to address the excessive student use of cell phones during the school day, Covington Schools have established the following guidelines....

1. Students may possess a cell phone device when on school property. Cell phones/paging devices are to remain **turned off and remain in lockers, pockets, purses etc.**
2. The use (outgoing calls, incoming call, text messages, camera use, game or music playing, or any other use) of cell phones or pagers in the school building between 7:55 am to 3:10 pm is strictly prohibited. This includes lunch periods, study hall, passing periods, as well as school sponsored trips and drivers education classes.
3. The school will not be responsible for loss, damage, or theft of any electronic devices brought to school.
4. Parents or guardians should contact the office to communicate with their child from 7:55 to 3:10 p.m. Students will have access to phone use in the office as permitted by office staff.

Any cell phone seen, heard, carried or used in any manner other than previously mentioned in section #1 will be confiscated (including SIM card and battery) by an adult, turned into the building administrator and returned in the manner described below. Failure to forfeit the cell phone (including SIM card and battery) to an adult will be an act of insubordination and will result in an automatic 1 day out of school suspension in addition to the consequences as prescribed according to the following numbered offense.

1st offense: phone returned to student after 3:10 pm, parent contacted, 1 hour of detention

2nd offense: phone returned to parent/guardian during school hours (7:30-3:30), 2 hour detention

3rd offense: phone returned to parent/guardian during school hours, 3 hour detention

4th offense: phone returned to parent/guardian during school hours, In School Detentions Assigned

5th offense: Considered Class 4 Excessive/habitual discipline problem, See Class 4 Consequences.

The reason for a cell phone policy is to deter classroom disruptions, cheating, cyberbullying, “sexting”, and other acts that violate child exploitation and child pornography laws.

Cell phones will be searched if administrators have reasonable suspicion that a student has violated a school rule or the law. Law enforcement will be contacted if the student violates a law such as but not limited to harassment, bullying, or child pornography.

LEAVING SCHOOL GROUNDS

Permission to leave school at any time must be granted by the Principal, and approved by the parent(s) or guardian(s). In order to leave school at anytime, a student must sign out in the middle school office and sign in upon his/her return. Medical, dental, or legal appointments for students which must take place during the regular school day will require either a parent note or parent call-in prior to the appointment in order for the student to be released by the Principal. Leaving school grounds without permission will be treated as a truancy.

CAFETERIA

By observing the following rules you can do your part to keep the cafeteria clean, attractive and a pleasant place to eat:

1. Do not throw food or anything else.
2. Keep the lunch lines orderly - do not cut in line.
3. No food may be removed from the cafeteria.
4. Return your trays to the appropriate area and pick up after yourself in the area where you sat for lunch
5. Students are not to bring pop or purchase during the school day unless given permission by staff.

PERSONAL ELECTRONIC DEVICES

No electronic devices are needed other than what is listed on the grade level supply list and/or paid for through textbook rental. Personal items such as iPods, cell phones, and other electronic devices are not necessary or recommended for school purposes. These items can be a disruption to the educational process and are at risk for theft. If such items are brought to school and are used in anyway violates the cell phone policy or are a disruption, they will be confiscated. If items are stolen, the school will not be responsible, but will do what it can to investigate the situation.

Note: With the exception of sack lunches, food is not to be carried into the building.

ENTERING OR REMAINING IN THE SCHOOL BUILDING AFTER HOURS

Covington Middle School will not permit student entrance prior to 7:30 AM.

Unless a student has an extracurricular activity, detention, or scheduled meeting with a staff member or administrator after school, the student should leave the building by 3:20 p.m. Loitering is not permitted and students who do not have one of the above mentioned justifications for being in the building will be told to leave.

For evening activities, students are not to enter the building (including a gymnasium) until the teacher in charge of the activity arrives. Students who enter a building other than during regular school hours without authorization may be charged with trespassing.

Also, students who attend extra curricular events, which are held inside the building, are expected to participate in or watch those events. Students are not to be in the building on the night of any program except for the purpose of participating in or watching that program. Again, students who loiter in the building will be told to leave.

FIRE DRILLS, DISASTER/TORNADO DRILL

An attempt will be made to hold fire drills on the average of once per month during the school year. Disaster drills will be scheduled at least once per semester. Signs are posted in each room with instructions telling where to report for each type of drill.

BE QUIET DURING DRILLS: This is especially important should an exit or area be blocked, resulting in verbal instructions being needed to change the assigned exit or place of safety posted in each room. Always treat these drills as though they were the real thing.

TEXTBOOK RENTAL

Covington Middle School purchases textbooks and workbooks to provide each student with instructional materials that are appropriate to each classroom activity. These are made available to students in exchange for a rental fee based on book costs, and other appropriate fees. It is your responsibility to pay these charges, care for the materials, and return them in good condition. Fines will be assessed for students who damage their textbooks. Students who destroy or lose their textbooks must buy new ones.

PROGRESS REPORTS

Parents and students have access to progress grades daily through Harmony, the school's database system. The Harmony link can be found at the following address:

If you or your child needs username and/or password, contact the middle school office at 765-793-4451.

Student's test data history for I-STEP+, Acuity, and others assessment can be viewed at the following address: <https://ccsc.five-starsda.com>
You will need student's computer username and password to access. Your child should know this information, or call the office.

During each grading period (approximately the 4th week) each student will be given a progress report that teachers have recorded an approximate grade for that class. The student will then take the progress report home. The purpose of these reports is to inform the parents of the current performance of the student so that if necessary, constructive action can be taken to improve the student's performance.

ATTENDANCE POLICY

*Perfect Attendance Award at the end of the school is for zero days missed!!!

The Covington Community School Corporation has adopted an attendance policy that limits the number of days a student may be absent from school each semester and which places the responsibility for attending school upon the student and their parents. All students are expected to attend school regularly and to be on time for class in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. A student, who is not regular in attendance, loses interest, tends to feel isolated, and drops out of school. The procedures we follow eliminate chronic absences, yet provide a manner in which a student may miss if there is a need-provided the school is notified. Excessive absences (+ 15 for school year) will be considered reason for summer school/retention.

CLASSIFICATION OF ABSENCES

Any absence from school will be classified as excused (will not count) or unexcused (will count). Any unexcused **will count** toward the allowable absences per semester. Any excused absence **will not** count toward the number of allowable absences per semester. The examples of each classification listed below are intended to eliminate confusion and provide clarification as to how an absence will be recorded in relation to the semester attendance policy.

All absences require parent or guardian notification on the day of absence. When a student is absent the parent or guardian should call 793-4451 before noon on each day of absence. On occasion, the school may call the parent (at home or work) to verify the student's absence

Excused Absences (will not count)-Verification required upon return

1. Doctor's notes verifying visits/illness

2. Prearranged Principal approved
3. Being sent home by the school nurse due to illness. (See Health Services)
4. Family Member Funeral/Visitation

Unexcused Absences-(will count)-Limit 8 per semester

Examples include but not limited to:

1. Illness, not under physicians care
2. Truancy
3. Absence due to parent call in (i.e. oversleeping, transportation issues, etc.)
4. Family vacations (See Vacation Policy)
5. Failure to provide verification for excused absences upon return to school

Do Not Count Absences

1. Court related absences
2. Probation Office appointments
3. Field trip
4. Legislature Page

PROCEDURES FOR EXCESSIVE ABSENCES

After four **(4) days** of countable absences per semester from school, a letter will be sent to the student's parents, notifying them of the number of absences and reminding them of the attendance policy. The student will be personally notified.

After seven **(7) days** of countable absences, a second letter will be sent to the student's parents requesting they contact the school concerning their son/daughter's absences. The student will also be requested to have his/her parents contact the school.

On the ninth (9) day of countable absence per semester the student may

Receive an "F" for his /hr classes (or class). If a parent feels that special circumstances exist, they may be shared with the Attendance Board of Appeals (ABA). The ABA may allot additional days based on the circumstances of excessive absences such as hospitalization, restricted to home because of illness, and other special circumstances that require numerous consecutive days. The ABA will include the principal, director of guidance, school nurse and at least one of the student's teachers. The family may offer written documentation to explain the circumstances for excessive absences from school. The family may also invite anyone else with information relevant to their child's absence. The ABA may recommend continued enrollment with or without medication or expulsion for the remainder of the semester.

TRUANCY

Truancy is defined as absence from school without parental verification and knowledge; or leaving school grounds without consent of parents and school administration. Truancy includes:

Any unexcused absence that is not verified by the parent

If a student leaves school without following the proper procedures he/she may be deemed truant.

Habitually truant cases may be referred to the Fountain County Court. The student and parent will be asked to meet with the Principal and probation officer to solve the truancy problem. If the problem continues the student may be subject to suspension pending expulsion for the remainder of the semester.

Penalties for truancy shall be as follows:

- 1st offense-3 hours of detention
- 2nd offense-2 day In-school Detention
- 3rd offense-2 day Out of School suspension and a referral to the Fountain County Truancy Mediation Board.

TARDY POLICY

Tardies are if two types.

1. Tardy to school at the beginning of the day.
2. Tardy to class within the school day. A student is considered absent if they are 15 or more minutes late to class.

Tardy to school at the beginning of the day:

Upon receiving the 4th tardy, the student will be given a one (1) hour detention by the teacher. 2nd referral-students will be referred to the Principal's office and 3 hours of detention assigned, 3rd referral-1 day In-School detention assigned plus parent conference. Additional tardies to school will result in additional disciplinary action.

Tardy to class within the school day:

Students are allowed two(2) tardies to any one class period per semester. The third (3rd) tardy to the same class will result in a one (1) hour detention given by the teacher. For each tardy after three (3) to the same class, the student will be referred to the Principal's office:

- 1st office referral (4th tardy) -3 hours of detention
 - 2nd office referral (5th tardy) -1 day In-School detention plus a parent conference
- Additional office referral will result in further disciplinary actions

VACATIONS

Since the school calendar allows approximately four weeks of vacation time during the school year, absences for vacations are strongly discouraged. **Vacations will be counted as unexcused absences.**

In order to make up tests and classroom assignments because of a vacation, the student must make arrangements with office one week prior to the vacation. Parents must provide a written request at this time for the student to present to the administration. After approval has been received from the office, the student should contact their teachers for assignments. If this procedure is not followed, students run the risk of not being allowed to make up assignments.

MAKE-UP WORK

Student who are absent from school are permitted to make up missed work according to the following formula-upon returning to school students are entitled to at least the number of make-up days equal to the number of days absent **plus one day**. This policy will be enforced for up to 5 consecutive days of absences. Should a student miss five consecutive days of school or more, the student and the teacher will determine a fair amount of time to complete make-up work. Work missed due to unexcused absences will be recorded as **zeroes**.

FIELD TRIPS/DANCES

Covington Middle School attempts to provide students with educational opportunities outside the traditional classroom setting through field trips, convocations, dances and other extracurricular activities. All students are given the opportunity to attend unless their social behavior or academic progress/achievement prevents them from doing so. The administration along with teachers will review all students and will make the final decision based upon the following:

Attendance

Tardies

Behavioral Disciplinary Referrals

Failing Grades (incomplete assignments)

*Covington Middle School Dances will be for CMS students ONLY!

CHEATING POLICY

Cheating will not be tolerated at Covington Middle School. Cheating includes copying homework, assignments, and assigned class work, as well as copying or using notes on exams. Students who share required graded assignments, exams, or test, will receive the following consequences listed below. The following penalties are to be applied on a semester basis.

1st offense-0% on test or assignment and 3 hours of detention

2nd offense-lower the semester grade by a letter where the second offense happened in

3rd offense-F for the semester grade where the third offense happened in

STUDENT BEHAVIOR

Covington Middle School students are expected to behave in an acceptable manner at all times, at school, and at all school functions. CMS students are expected to be honest, punctual, respectful to self and others, ethical and dependable. When students conduct themselves responsibly, an environment is created that is conducive to positive educational, social, and emotional growth for themselves and peers.

Student disciplinary issues are addressed by the staff which often leads to a positive change in behavior. In those cases when a desired change in behavior does not occur, the student will be referred to the principal. Each offense will be examined on its own merit, and a discipline assignment appropriate with the nature of the infraction will be given.

The following class list of violations is provided to aid in the communication of our expectations and obligations to the student body to insure a proper school atmosphere. It should be understood that discipline is a continual process with the whole year's record of the student being used to determine the necessary penalty for each violation. Repeat offenders will have more severe penalties and could be moved to the next class of punishment. In other words, a student who has three violations in Class 1 will be moved to Class 2 and considered to be a repeat offender on the second level in this class. Each student who is subject to disciplinary action by the school administration will be dealt with according to this philosophy. The unique circumstances of each individual's case will be considered before a decision regarding consequences is made. Similar misbehaviors will normally receive similar consequences depending on the student's whole record. This list is not intended to be the "last word" concerning consequences. The merits of each case require flexibility; however, this list is provided to demonstrate a conscientious attempt to deal consistently and fairly with each individual. Misbehavior not listed here will also be handled with this stated intent in mind.

The superintendent, principal, other administrative personnel, or any staff member of Covington Community School Corporation shall be authorized to take appropriate action in connection with student behavior based on but not exclusively restricted to the following classes of disciplinary consequences:

Class 1 (Handled by teacher; after 3 violations, sent to Principal's Office)

Violation:

Tardy to class or school
Unprepared for class
Improper use of computer
Possession of food, drink or gum
Class disruption

Consequences:

Counseling with a student or group of students
Conferencing with a parent or group of parents
Assignment of After School Detention
Recommendation to restrict participation in and/or attendance at extra-curricular activities

Class 2 (Student sent to Principal's Office with referral)

Violation

Leaving class without permission, cutting class, not reporting to office
Failure to comply with directions of school personnel

Obscenity
Cheating
Public display of affection
Unexcused absences
Disruptive behavior
Leaving school grounds

Consequences

After school detention (s)
Assigning multiple clean-up work periods
Removal from class and or rearrange student schedule

Class 3 (Student sent to Principal's Office with referral)

Violation

Fighting
Harassment (sexual, racial, ethnic, physical, and/or emotional), intimidation
Threats causing physical and/or emotional harm or hazing (severe cases will be considered as a Class 4 violation)
Forged documents
Possession or use of tobacco products or lighters/matches on school grounds or at school activities
Truancy
Disruptive behavior
Unauthorized access to computer files and malicious use of files
Gang activity

Consequences

Suspension out of school
Multiple In-School Detentions
Combination of In-school detention and after school detention
Combination of 1 day Out of School and after school detention
Removal from class and rearrange student schedule

Class 4 (Student sent to Principal's Office with referral)

Violation

Possession or use of firecrackers, smoke bombs, etc.
Theft
*Possession or use of drugs, drug paraphernalia or look-alike drugs
(see page 21 substance abuse)*
Vandalism
Alcohol, possession, use of
Possession of, use, or threatened use of weapon
Unauthorized access to computer files and malicious use of files
Gang activity

Excessive/habitual discipline problems
Interfering with orderly school operation by any means
Gross disrespect and/or insubordination directed toward a staff member

Lewd or obscene behavior

Consequences

Up to 10 day out of school suspension

Up to 10 days out of school suspension and expulsion

Restitution as needed

Notification of law enforcement

DEFINITION AND PROCEDURES OF DISCIPLINARY ACTIONS

Warning

Lunch Detention

- It is generally assigned to students for misbehaving in the lunchroom, hallways and/or bathrooms
- Students get their lunch and take it to a designated room
- No talking

Hour Detention

- Mon, Tues, Thurs and/or Friday from 3:15 p.m. to 4:15 p.m.
- **Cell phone/electronic device will be turned into office at beginning and given back at the end of the day**
- Behavior-writing from selected materials

IN-School Detention

- No talking
- Homework, completed assignments will be counted as credit
- **Cell phone/electronic device will be turned into office at beginning and given back at the end of the day**

Saturday School

- 9:00-11:00 a.m.

Out of School Suspension

- Refer to Out of School Suspension Policy
- No talking
- **Cell phone/electronic device will be turned into office at beginning and given back at the end of the day**
- Homework, completed assignments will be counted as credit
- No participation in any school activity or function during time of suspension

Expulsion

- **Duration....remaining days of semester up to one full year**
- **Public Law 162 will be followed**

BULLYING

1. This rule applies when a student is:
 - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school)
 - b. Off school grounds at a school activity, function or event
 - c. Traveling to or from school or a school activity, function, or event
 - d. Using property or equipment provided by the school
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s) restoration of a positive climate, and support for victims and others impacted by the violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

OUT OF SCHOOL SUSPENSION

Students who are suspended from school **may** be required to appear before the Fountain County Circuit Court Judge on the second floor of the Fountain County Court at 8:00 a.m. If students are required to appear, parent's (or guardian's) are required to attend with student and to present themselves to the bailiff of the Fountain County Circuit Court by 8:00 a.m. to determine the place and time of the appearance before the Judge. Failure to appear could result in a pick-up order or summonses to the parents or both. The student will be placed in the Off School Suspension Program located at the middle school. They will stay in the OSS room during school hours on the days that they are suspended and work on school related materials. Completed work can be turned in for credit. An instructional assistant will be there to supervise their work.

WEAPON POSSESSION

An armed offender is a person possessing a weapon capable of deadly force, whose intent is to pose a threat, to inflict harm, or to carry out a personal objective. The armed person

may be a student, staff member, parent, or community member. The CCSC code of conduct forbids the possession of weapons, the carrying, and the storing or using deadly weapons on school grounds.

POSSESSION OF FIREARMS

No student shall possess, handle, or transmit any firearm on school property.

The following devices are considered to be a firearm as defined in Section 291 or Title 18 of the United States Code.

- any weapon which will or is designated to or may be readily be converted to expel a projectile by the action of an explosive
 - the frame or receive of any weapon described above.
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive incendiary, or poison gas bomb, grenade, rocket have a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore or more than one-half inch in diameter-any combination of parts either designed or intended for use in converting any device into any destructive device described in the tow immediately preceding examples, and from which a destructive device may be readily assembled
- the penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

SEXUAL HARASSMENT

The School Corporation is committed to a policy that sexual harassment of school personnel and/or students by agents or employees of the Covington Schools is unacceptable. Any employee or student who believes he/she is a victim of sexual harassment should:

- 1) Make it clear to the harasser that the conduct in question is unwelcome; and
- 2) Report the incident(s) to the building principal for further investigation and/or action.

DRUG/ALCOHOL PROCEDURE

Any student in possession of or using alcohol or an illegal drug on school grounds or at any school activity will be disciplined by receiving up to 10 days out of school suspension and/or recommendation for expulsion.

TOBACCO VIOLATION

Any student in possession of or using tobacco, tobacco products or paraphernalia including E-cigarette products on school grounds or at any school activity will be disciplined using the following procedure:

- 1) One day out of school suspension
 - 2) Three day out of school suspension
 - 3) Five day out of school suspension
- Recommendation for expulsion for the remainder of the semester

Any student in possession of or using an illegal drug, look-alike drug, or paraphernalia on the school grounds or at any school activity will be subject to a minimum of 5 days out-of-school suspension and up to a maximum of 10 days out-of-school suspension, pending expulsion. The local law enforcement will be made aware.

DRUG TESTING POLICY/PROCEDURES

The Board of School Trustees of the Covington Community School Corporation recognizes the health risks and dangers associated with the use of unlawful drugs and/or alcohol. The abuse of tobacco, alcohol, and other drugs in the school is a threat to the safety and health of students, faculty, and staff. These drugs jeopardize the efficiency and the quality of our educational programs. The risks associated with drug abuse include impaired judgment, deterioration of the organs of the body, and addiction. These are conditions that substantially inhibit students from performing to their fullest natural ability. The Board of School Trustees encourages all students to participate in school athletics and allows students to drive to school but believes the opportunity for such participation is not an absolute right, it is a privilege. The primary purpose of this policy is to educate and protect our students.

The Board of School Trustees has approved random drug testing for the following populations in grades 6-12.

student involved in school-sponsored athletics

extra curricular activities

student registered drivers

students, with parent/guardian consent, who volunteer to participate in the Drug Testing Program

Students who are exhibiting behaviors or are involved in activities, which give school authorities just cause to suspect the student is under the influence of a controlled substance, or alcohol may be tested at the discretion of the building principal. Each student who participates in school sponsored athletics, extracurricular activities, or drives to school must sign and return a consent form upon registration for school. Failure to comply will result in non-participation in athletics, extracurricular activities, and/or loss of driving privileges to school. All students who are part of the volunteer drug testing during the current year will automatically be in the drug-testing

pool during the next school year. Those parents who **wish** to withdraw their students from the volunteer drug-testing program need to sign a release form.

DRUG TESTING PROCEDURE

CONSENT FORM

All students shall be provided with a consent form, which must be signed by the student and the custodial parent or guardian before such student shall be eligible to participate in any school sponsored athletics, extra curricular activities, or drive a vehicle on school grounds. Students who are 18 years of age or older may be included in the drug testing program at their own request.

SELECTION

Students to be tested will be selected randomly, except for those for whom there is probable cause to believe that there is a controlled substance or alcohol in their system. Each student will be assigned a number. A cross-reference list of names and numbers will be maintained by each school. A certified system of random selection will be employed by the school administrator to determine which students will be tested at a particular time.

URINE TESTING PROCEDURE

Upon being selected for testing, each student will be required to provide a sample of his or her urine in a verifiable manner.

1. The collection of the sample shall not be physically observed
2. The student's number and the date shall be written on the sample bottle
3. The student and school nurse or school designee shall date and initial the cross-reference list, establishing that the sample container has the proper identification number
4. The school nurse or school designee shall then be responsible for turning over the samples to the testing laboratory.

DRUGS TESTED

Testing shall be done by a certified laboratory through urinalysis. The Covington Community School Corporation will pay for testing that it requests. Each sample will be tested for tobacco, alcohol, and those drugs, which may include all drugs listed as controlled substances under the laws of the State of Indiana. If over-the-counter or prescription medications contribute to "positive" test result, then the student should inform the school nurse or administrator of this fact at the time the urine sample is taken. The student will be given 24 hours to produce the prescription in order to be verified by the school nurse.

LABORATORY REPORT

The laboratory will report the results of each test to the administrator by the numbers on each sample container. The test results shall be made known to the student, the student's custodial parent(s), the school nurse, and school administrator. Results are deemed confidential.

TEST RESULTS

Tests are "positive" if the student's system shows any level of tobacco, alcohol, or other drug residue substances from drugs previously covered under Drug Testing Policy and Procedures on page 23 of this policy. (Zero Tolerance) The school administrator, if the results are "positive" will so advise the student and the student's custodial parent(s) or guardian (s).

The school administrator will explain the type of substance, which was found and the health hazards involved. The student will then fall under the guidelines for positive tests through random and just-cause testing.

RETESTING OPTION

If the student or the student's custodial parent(s) or guardian(s) desire, they may have a portion of the remaining urine sample re-analyzed by a school approved laboratory. The School Corporation will provide a list of approved laboratories to the parent(s) or guardian(s). The student and/or the student's custodial parent(s) or guardian(s) may choose any laboratory from the school approved list and will be financially responsible for any retest under the provisions of this item. The student and the student's custodial parent(s) or guardian(s) may also submit any prescription or other information, which will be considered in determining whether a positive test can be satisfactorily explained.

DRUG TESTING PROGRAM GUIDELINES **POSITIVE TEST CONSEQUENCES**

I. Just Cause-Drugs and/or Alcohol

First Offense

1. Juvenile authorities notified if criminal offenses or probationary violations involved
2. Retest at a later date
3. In school suspension (3-day minimum) to obtain an assessment for re-assessment for re-admittance to school
4. If assessment results come back positive, students will be issued a minimum of a 3 day out of school suspension with a corresponding visit to the Fountain County Courthouse as explained in the CMS out of school suspension program.
5. No extracurricular or athletic participation for five weeks, including the loss of driving privileges
6. Non-compliance may result in expulsion

Second Offense

1. Juvenile authorities notified if criminal offenses or probationary violations involved
2. Suspension and possible recommendation for expulsion

II. Random Testing-Drugs and/or Alcohol

First Offense

1. Juvenile authorities when notified criminal offenses or probationary violations are involved
2. Retest at a later date
3. No extra-curricular or athletic participation for five weeks including the loss of driving privileges
4. A school approved assessment and retest must be obtained at the expense of the parent/guardian during the five week expulsion
5. Athletes/Cheerleaders will also comply with the athletic handbook for drugs and alcohol
6. Non-compliance may result in the loss of all athletic, extra-curricular, and student driving participation for one calendar year

Second Offense

1. Juvenile authorities notified criminal offenses or probation violations involved
2. No extracurricular, athletic and student driving participation for one calendar year
3. Re-testing during the exclusion period with one test during the month prior to reinstatement of participation
4. Non-compliance may result in loss of all athletic, extra-curricular, and driving participation during the remainder of the student's enrollment at Covington Middle School and/or Covington High School

Third Offense

1. Juvenile authorities notified if criminal offenses or probationary violations involved
2. Loss of all athletic, extra-curricular, and driving participation during the remainder of the student's enrollment at Covington Middle School and/or Covington High School

III. Random Testing/Just Cause-Tobacco

- A. Juvenile authorities notified if criminal offenses or probationary violations involved
- B. Parents notified
- C. Athletes and extra curricular participants must also comply with their respective handbooks, guidelines, or rules for tobacco use

COVINGTON SCHOOL CORPORATION
DRUG SEARCH PROCEDURES

The purpose of these procedures is to find out if there are illegal substances in Covington Middle/high Schools, and if so, to eliminate them from the premises for the safety of our students.

The following are the procedures for all searches of the buildings and parking lots to take place:

School Administrators may meet with the Fountain County Sheriff and/or his designee prior to a search to explain area to be searched and the procedures and rules to follow in case that an illegal substance is located on school property. The time and dates of the search will be set at this meeting. This information will not be given to any other school personnel.

On the days of the search:

- A. A dog trained in locating illegal substances will be used to make the search
- B. The Sheriff or Deputy will bring the dog to the Middle School and/or High School
- C. All students will be notified by the intercom to go their rooms and remain there until the building search is completed

The dog will check all students' lockers in both the upper and lower levels of the Middle/High Schools. (Lockers in the MPR, CMS gym, and New Gym used for Physical Education will not be checked)

The Principal of his designed will accompany the Sheriff on his search

If the dog "hits" on a locker, the Principal or his designee will write down the locker number and locate the student of the locker

After the dog completes the search of the lockers, the Principal will take the student to his/her locker for a search

If an illegal substance is found, the student will be taken to the office and disciplinary procedure will be initiated in accordance to the rules of the student handbook

Any illegal substance found will be turned over to the Sheriff or his designee and a receipt will be given to the school.

Upon completion of the building search, the dog will be taken to the school parking lots, where all vehicles will be searched. The Principal or his designee will accompany the officers and dog as they search.

If a student's vehicle is "hit" upon by the dog, that student will be called to the office and taken to his car by the Principal or his designee and the vehicle searched. If the student refuses to permit the search, the matter will be turned over to the local enforcement agencies, and the individual referred to the Superintendent of Schools. If a search takes place and an illegal substance is found, the matter will be turned over to the Superintendent of Schools.

POLICY ON CHILD ABUSE

In the event it is necessary to report a suspected violation of the 1978 Child Abuse Law, which became effective January 1, 1979, school employees should notify the building principal who will in turn notify the Fountain County Department of Public Welfare. Under the law certain agencies have authority to question children directly. However, in the absence of a court order all agencies are to coordinate any desired contact with students at school through the County Welfare Office.

COVINGTON COMMUNITY SCHOOL CORPORATION
SCHOOL BUS DISCIPLINE POLICY K-12 GRADES
BEHAVIOR GUIDELINES AND CONSEQUENCES

CLASS I OFFENSES	CLASS II OFFENSES
1. Spitting	1. Hanging out of windows
2. Excessive noise	2. Throwing/shooting of any object
3. Horseplay/Mischief	3. Physical aggression against any person
4. Eating/Drinking/Littering on bus	4. Possession/use of tobacco or any controlled substance
5. Leaving seat/standing without permission from driver	5. Vandalism to bus (restitution will be made)
6. Use of any liquid containers in any form	6. Holding onto or attempting to hold onto any portion of the exterior of the bus
7. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material	7. Lighting of matches, lighters or any flammable object of substance**
8. False identification	8. Unauthorized entering or leaving bus through emergency door/tampering with the bus equipment
9. Riding unassigned bus or using unassigned bus stop	9. Possession of threat of weapons/explosives/flammables**
10. Opening window past safety line	10. Other offenses as reported by the driver or principal and/or designee
11. Riding or attempting to ride any bus during a bus suspension	11. Possession/use of laser pens or pointers
12. Disobedience to the driver 13. Other offenses as reported by the driver/principal	12. Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttles, etc.) will carry a minimum penalty of a Class II 1st offense

COVINGTON COMMUNITY SCHOOL CORPORATION
BUS CONSEQUENCES

	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Class 1	Written Warning	1 day suspension off bus	3 day suspension off bus	1.) 5 day minimum suspension off bus 2.) Possible loss of all bus service 3.) Parent meeting optional	Loss of bus service
Class II	5 day suspension off bus	10 day suspension off bus	1.) 10 day minimum suspension off bus 2.) Possible loss of all bus service 3.) Parent meeting optional	Loss of bus service	

***The bus is an extension of the school day. Bus consequences may be superceded by Covington Community School board policy. The bus driver has the authority to assign seats. The sexual/racial/religious harassment policy, the weapons policy, and hazing prohibition policy of the Covington Community School Corporation will be strictly enforced on the school bus as well as at school.*

EQUAL EDUCATIONAL OPPORTUNITY

Each individual should be given the opportunity to develop and achieve to the maximum extent possible, being limited only by individual differences. Therefore, the district will foster an educational environment that provides equal educational opportunity for all students.

Educational programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, creed, color, sex, national origin, economic status, or handicap.

RULES FOR COVINGTON ATHLETES

A student who plans to participate in a Covington Athletic Program is expected to be a positive influence for the community, family and self. Covington athletes are required to adhere to the general training rules established by the Athletic Committee. These training rules will be enforced the entire calendar year.

Any athlete breaking the following rules will be dismissed from one total athletic season. An athletic season is defined as being a fall, winter, or spring sport season. If a participating athlete breaks the following rules during a season, the athlete will be required to sit out the remaining part of that season and a percentage of the next season in which the athlete participates. (Example: if thirty percent of the contests have been played, the athlete will be required to miss 70% of the remaining contests, and thirty percent of the contests of the next season.)

These rules will be enforced by the Principal, A. D. and Athletic Committee.

GENERAL ATHLETIC RULES

1. A Covington athlete who commits acts of theft, misdemeanor or delinquency, depending upon the degree of seriousness, may be suspended from all athletic events for one calendar year.
2. A Covington athlete may not use or be in possession of a drug, except as prescribed medically.
3. A Covington athlete may not use or be in possession of alcoholic beverages.
4. A Covington athlete may not use or be in possession of tobacco in any form.
5. A Covington athlete may not attend parties where alcoholic beverages and drugs are being used by others. Wedding receptions or parties where alcoholic beverages are being served may be attended if the athlete is with his or her parents.
6. To remain eligible to participate in sports at Covington Middle School student must receive passing grades in all subjects. **A failing grade in any graded subject at the end of the grading period will cause a student to become academically ineligible until the mid-term grades are reported** Athletes academically ineligibility at the end of a school year will remain ineligible at the beginning of the next school year until mid-term grades of the first quarter are reported. If, at mid-term, the athlete is passing **ALL** graded subjects, they will become academically eligible. Athletes that have passed **ALL** graded classes on the report card can not become academically ineligible due to mid-term grades. A coach may have additional rules to be handed out to each participating athlete to govern that athlete during the athletic season.

WHEN YOU HAVE A QUESTION

Parents or citizens who have a question or concern about a school are

encouraged to contact the school employee most directly involved. In most cases, a call to the school office can help determine who this might be as well as establish a line of communication.

VISIT YOUR SCHOOLS:

You are always welcome to visit. Simply stop by the principal's office for permission to visit classes.

Covington Elementary	793-2254	Covington High School	793-2286
Covington Middle School	793-4451		

HALL PASSES

NAME _____

Each student will have 20 hall passes each semester. When all of these passes are used, the student will not be given permission to leave the classroom. Each student will also be given two free tardy passes each semester to be signed by the teacher if the student is tardy to class and does not want the tardy recorded.

FIRST SEMESTER

TEACHER	CODE #			TEACHER	CODE #	

CODES: 1= RESTROOM 2=NURSE 3-OFFICE 4=LOCKER 5=OTHER

TARDY PASSES

TEACHER #1	DATE & TIME	TEACHER #2	DATE & TIME

SECOND SEMESTER

TEACHER	CODE #			TEACHER	CODE #	

CODES: 1= RESTROOM 2=NURSE 3-OFFICE 4=LOCKER 5=OTHER

TARDY PASSES

TEACHER #1	DATE & TIME		TEACHER #2	DATE & TIME