

# Parent-Scholar Handbook

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Timothy L Johnson Academy Middle School



Scholars Today Leaders Tomorrow

4615 Werling Dr. Fort Wayne, IN. 46806

## Welcome to Timothy L Johnson Academy Middle School

*Dear Parents and Scholars:*

*On behalf of the faculty and staff, we are pleased to welcome you. Timothy L Johnson Middle School's (TLJAMS) primary focus is to provide an effective learning experience for all students who attend our school. It is important for us in this quest to pursue a quality education experience for each of our scholars. From the core academics to the innovative electives and extracurricular programs, TLJAMS offers challenges and opportunities for each scholar.*

*A positive relationship among parents, teachers, staff, families and community is vital for the success that we wish to attain for each scholar. The information in this handbook is designed to familiarize scholars and parents with key school policies and procedures. We encourage you to read through the handbook carefully now and refer to it as needed throughout the year. Please sign the last page and return it with all other required paperwork to your homeroom teacher.*

*Whether you are returning this fall or joining us as a new scholar, it is our hope that your 2024-2025 school year begins a great learning experience and enthusiasm for learning. We hope you will find TLJAMS an ideal environment to advance your educational and personal development. A positive attitude creates positive results. When you believe in yourself, anything is possible.*

*Timothy L Johnson Academy begins with you.*

*Have a positive and rewarding school year.  
Sincerely yours,*

*Dawn Starks, School Superintendent*

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## TLJAMS Steps to Success Information and Highlighted Programs



- ❖ ..... (Culturally Responsive Positive Behavior Interventions and Supports)
- ❖ Student Life
- ❖ Academic Support Teachers
- ❖ Boys and Girls Club
- ❖ Restorative Circles
- ❖ Student Recognition
- ❖ Jaguar Pride Assemblies
- ❖ Newsletter
- ❖ Career Exploration



- ❖ English Learner Services
- ❖ Student Ambassadors
- ❖ Student Cultural Diversity: Multiple Countries Represented & Different Languages Spoken
- ❖ Financial Literacy
- ❖ Civics
- ❖ Yearbook
- ❖ Clubs
- ❖ Health and Wellness

## **MISSION**

The mission of Timothy L Johnson Academy Middle School is to empower our scholars to thrive in the 21st century through real world learning experiences. The intersection among global awareness, community engagement, economic literacy, entrepreneurial spirit, and environmental sustainability guides our learning and leads to our future success.

## **PHILOSOPHY**

We believe that each scholar can learn and achieve personal success through learning opportunities, which are appropriate to his/her ability level and his/her future plans. We recognize the need to educate the total child, so each scholar has the opportunity to achieve his/her maximum potential.

We understand that scholars use middle school as a stepping-stone to their future. We must meet the needs of all scholars to prepare them for higher education, entry into the workforce, or pursuit of a trade or vocation. Our curriculum has a course of study to meet these needs.

Our teaching faculty is foundational to the success of our scholars. A quality educational program begins with a rigorous curriculum and requires an active partnership among the school, parents, and community. We believe that parental involvement in the child's education is essential.

## **FOREWORD**

This scholar handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about scholar rights and responsibilities, each scholar is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your School Leader or Assistant School Leader. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

## **OBJECTIVES**

In applying our Mission Statement and Philosophy, our action and interaction with all stakeholders in the Timothy L Johnson Academy Middle School community is as follows:

### **Toward Scholars:**

1. Diversified school programs will be offered to:
  - a. Prepare a scholar to go on to higher education,
  - b. Prepare a scholar for employment after high school graduation,
  - c. Prepare a scholar to pursue a specific trade by attending a specialized school after high school graduation.
2. Quality career guidance programs will be offered to all students.
3. Opportunities will be offered for students to equip themselves with a sense of responsibility for their behavior and activities.
4. Exit objectives will be communicated to students for each class.
5. High academic standards will be maintained. Successful performance will be recognized, and all scholars will be supported in their learning.
6. Opportunities will be provided for students to develop 21st century skills such as teamwork, critical thinking and reliability.
7. Free public education will be available to all youth of our community regardless of family background, socioeconomic status, race, or gender.

### **Toward Faculty:**

1. With a curriculum designed to fulfill our mission, faculty members will stress decision-making and critical thinking skills.
2. Faculty members will help develop a child's healthy self-concept focusing on the ability of the scholar to accept responsibility for actions, effective communication with others, and collaboration with colleagues.
3. Communication with and among faculty will be open, meaningful, and timely. Networking opportunities will be embedded in the learning of the day and faculty will share decision-making within the school community.
4. Faculty will engage in professional development supporting our belief in life-long learning.

## **Toward Parents**

1. Our school welcomes parents in the building, classrooms, and activities.
2. Parents can expect honest answers to questions regarding their child's academic progress or behavior.
3. Parents are informed as to exit objectives for each class and grade level.
4. Parents are provided opportunities to meet with faculty and leaders to discuss their scholars' progress.
5. Parents are encouraged to be involved in our school community.
6. Parents are invited to participate in all scheduling guidance and career guidance provided to their children.
7. Parents are provided information about school events and programs.
8. Parents can expect to be informed of significant changes in their child's academic, social performance, or behavior.
9. Parents are informed and supported in the treatment process in cases of suspected substance abuse.
10. Parental involvement in the child's education is a high priority.

### **Toward Community:**

1. The community is informed about Timothy L Johnson Academy Middle School activities and the accomplishments of scholars and faculty.
2. Collaboration between our school and the community is a valuable resource enjoyed by our scholars.
3. The Timothy L Johnson Academy Middle School facilities are available to members of the community whenever possible.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this school to provide an equal education opportunity for all scholars. Any person who believes that the school or any staff person has discriminated against a scholar on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence within district boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the school district's Compliance Officer- Superintendent Dawn Starks, School Leader, (260) 441-8727.

The complaint will be investigated and a response, in writing, will be given to the concerned person within five (5) days. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

# DIRECTORY

## Leadership Team

Dawn Starks Dr. Brad Yoder	Superintendent/School Leader Deputy Superintendent Principal Middle School	dawn.starks@tljacademy.org brad.yoder@tljacademy.org
Mikael Badgett Kaylie Davidhizar	Asst. Principal TLJAMS Athletic Director	mikael.badgett@tljacademy.org kaylie.davidhizar@tljacademy.org

## IMPORTANT PHONE NUMBERS

Attendance ..... (260) 543-4077  
Fax ..... (260) 441-9357

### Timothy L Johnson Academy Middle School Faculty Teaching Faculty

Kaylie Davidhizar (ELL-Reading)	kaylie.davidhizar@tljacademy.org
Adrienne Santos (Differentiation Specialist)	adrienne.santos@tljacademy.org
Caitlin Simmans (ELA-Reading)	jordan.davidhizar@tljacademy.org
Jordan Davidhizar (Math)	caitlin.simmans@tljacademy.org
Jenny Martinez (ELA-Writing)	jeanette.martinez@tljacademy.org
Jerry Bowman (Math)	jerry.bowman@tljacademy.org
Constance Cryer (Social Studies)	constance.cryer@tljacademy.org
Flint Cooper (Social Studies)	flint.cooper@tljacademy.org
Michelle Byrd (Science)	michelle.byrd@tljacademy.org
Becca Patton (Science-Movement-SEL)	becca.patton@tljacademy.org
Sandy Monnier (ELL-Writing)	sandy.monnier@tljacademy.org
Kim Gerard (Differentiation Specialist)	kim.gerard@tljacademy.org
Amanda Traylor (Paraprofessional/Substitute)	amanda.traylor@tljacademy.org

### OFFICE HOURS:

8:00 – 4:00

### SUMMER & SCHOOL BREAKS:

9:00 – 3:00

### Timothy L. Johnson Academy Middle School

#### Board of Trustees

Trent McClendon (Case Manager)	trent.mcclendon@tljacademy.org
Heather Rowlette (Guidance Counselor)	heather.rowlette@tljacademy.org
Sereta Hopson (Office Manager)	sereta.hopson@tljacademy.org

Larry Rowland	President
Thomas Herr	Vice President
Joe Jordan	Secretary
Open	Treasurer
Fred Eckart	Trustee
Alan Grinsfelder	Trustee
Alan Hofer	Trustee
Verlisa Hollis-Griggs	Trustee
Michael Lindvalle	Trustee
Minn Myint	Trustee
Lena Yarian	Trustee

# THE SCHOOL DAY

The office and main hall open at 8:00 AM. When scholars arrive prior to 8:00 am, they are allowed in the middle school breakfast room (stage). Scholars need to be under the direct supervision of a teacher at all times and may not wandering hallways.

## AFTER SCHOOL

In order for scholars to remain at school beyond dismissal, they must be supervised by a staff member, coach, or attend the Boys and Girls Club. Scholars who are not supervised will be asked to leave school grounds. Parents should be aware that no direct supervision is provided for scholars, except as outlined.

## BACKPACK POLICY

Although backpacks are permitted to transport items between school and home they must remain in scholar lockers throughout the day. Any bags other than the assigned Yondr phone bag issued to the scholar may not be carried in hallways or into any classroom. Personal hygiene needs will be accommodated by Mrs. Hopson or another staff member.

Timothy L Johnson Academy Middle School										
2024-2025 Bell Schedule										
A Day Schedule		PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	LUNCH	PERIOD 5	Dismissal	Dismissal	
8:15-9:15		9:20-10:10	10:15-11:05	11:10-12:00	12:05-12:55	1:00-1:35	1:40-2:30	2:30	2:45	
1	READING	HOMEROOM 8H	6A	6B	6H	7A	LUNCH	7B	RND 1	RND 2, Car, Walkers
2	WRITING	HOMEROOM 6A	6B	6H	7A	7B	LUNCH	7H	RND 1	RND 2, Car, Walkers
3	MATH	HOMEROOM 6B	6H	7A	7B	7H	LUNCH	8A	RND 1	RND 2, Car, Walkers
4	MATH PRAC	HOMEROOM 6H	7A	7B	7H	8A	LUNCH	8B	RND 1	RND 2, Car, Walkers
5	SS CORE	HOMEROOM 7A	7B	7H	8A	8B	LUNCH	8H	RND 1	RND 2, Car, Walkers
6	SS LIFE SKILLS	HOMEROOM 7B	7H	8A	8B	8H	LUNCH	6A	RND 1	RND 2, Car, Walkers
7	SCI-CORE	HOMEROOM 7H	8A	8B	8H	6A	LUNCH	6B	RND 1	RND 2, Car, Walkers
8	SCI H_M_S	HOMEROOM 8A	8B	8H	6A	6B	LUNCH	6H	RND 1	RND 2, Car, Walkers
9	DIFFERENTIATION R	HOMEROOM 8B	8H	6A	6B	6H	LUNCH	7A	RND 1	RND 2, Car, Walkers
9	DIFFERENTIATION M	HOMEROOM 8B	8H	6A	6B	6H	LUNCH	7A	RND 1	RND 2, Car, Walkers
B Day Schedule		PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	LUNCH	PERIOD 5	Dismissal	Dismissal	
8:15-9:15		9:20-10:10	10:15-11:05	11:10-12:00	12:05-12:55	1:00-1:35	1:40-2:30	2:30	2:45	
1	READING	HOMEROOM 8H	7H	8A	8B	8H	LUNCH	6A FLEX	RND 1	RND 2, Car, Walkers
2	WRITING	HOMEROOM 6A	8A	8B	8H	6A	LUNCH	6B FLEX	RND 1	RND 2, Car, Walkers
3	MATH	HOMEROOM 6B	8B	8H	6A	6B	LUNCH	6H FLEX	RND 1	RND 2, Car, Walkers
4	MATH PRAC	HOMEROOM 6H	8H	6A	6B	6H	LUNCH	7A FLEX	RND 1	RND 2, Car, Walkers
5	SS CORE	HOMEROOM 7A	6A	6B	6H	7A	LUNCH	7B FLEX	RND 1	RND 2, Car, Walkers
6	SS LIFE SKILLS	HOMEROOM 7B	6B	6H	7A	7B	LUNCH	7H FLEX	RND 1	RND 2, Car, Walkers
7	SCI-CORE	HOMEROOM 7H	6H	7A	7B	7H	LUNCH	8A FLEX	RND 1	RND 2, Car, Walkers
8	SCI H_M_S	HOMEROOM 8A	7A	7B	7H	8A	LUNCH	8B FLEX	RND 1	RND 2, Car, Walkers
9	DIFFERENTIATION R	HOMEROOM 8B	7B	7H	8A	8B	LUNCH	8H FLEX	RND 1	RND 2, Car, Walkers
9	DIFFERENTIATION M	HOMEROOM 8B	7B	7H	8A	8B	LUNCH	8H FLEX	RND 1	RND 2, Car, Walkers
<b>Homeroom:</b> Phone check-in, tutoring, small group, goal setting, Ilearn Prep using Smart Balance, Data Mtgs, etc...		<b>Flex:</b> This period will occur every other day. Ideally we will pull kids out of this period and Homeroom for services if possible. This is the only group you see everyday. We envision that you use it to really get to know these scholars and and identify gaps that you can share with the rest of the team. A great opportunity for Personalized Learning Plans!								

## THE SCHOOL DAY (continued)

### **LUNCHROOM PROCEDURES AND BEHAVIOR EXPECTATIONS:**

Follow all school procedures and maintain positive behaviors and attitude so everyone can enjoy eating and visiting with classmates and adults

### **SCHOOL MEALS COST**

Nutritious meals are served every school day as part of the Child Nutrition Programs. All meals served must meet nutrition standards established by the U.S. Department of Agriculture. Meals are offered at the following prices:

Breakfast ..... no charge

Lunch ..... no charge

### **TARDIES**

Scholars who arrive late to school must report to the office for an admit slip. **If students do not have an approved excuse, the tardy will be recorded as unexcused and consequences will be assigned.** Students who are in the building with time to make it to their first period class but are tardy are subject to an automatic detention. Students who arrive after 9:15 a.m. without an approved excuse will be considered truant for the periods of absence. Teachers assign classroom consequences for being tardy to class.

### **VOLUNTEER PROGRAM**

*The mission of volunteer involvement in Timothy L Johnson Academy Middle School is to build community, support student success and inspire people to excel by encouraging parent, student, and community involvement through meaningful volunteer work in our schools.*

We want to THANK our parents, grandparents, and members of the community for their continued support! Volunteers are an important asset to our community.

Volunteers continue to support the educational process through the contribution of their time and talents. You can volunteer at your child's school by contacting our Volunteer Coordinator. Contribute your time and talents through tutoring, classroom assistance, school events, and field trips.

Schools recognize and support families and community members as participants in school programs by encouraging their roles in supporting, learning and honoring them as essential volunteers. We appreciate the support!

### **Volunteer Opportunities**

- At Home Projects - Personalize honor roll certificates (calligraphy skills helpful but not necessary), audio tape books for students.
- Art Assignment - display artwork in building.
- Chaperons - monitor students on the various field trips.
- Clerical Assistant -
- Media - assist with re-shelving and reading; laminate items/posters for staff.
- Resource speakers - share your occupation or interest.

### **CRIMINAL HISTORY BACKGROUND CHECKS**

TLJAMS is committed to maintaining a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check on all individuals who are offered employment in a school and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to a school, regardless of whether any compensation is paid. The school district may also decide to seek a criminal history background check on any individual who seeks to enter a school or its grounds for the purpose of serving as a school volunteer or working as an independent contractor or student employee.

For any Questions please contact Dr. Yoder at [brad.yoder@tljacademy.org](mailto:brad.yoder@tljacademy.org)

## Mental Health Safety Policy:

Protecting the health and well-being of all scholars is of utmost importance for the Timothy L. Johnson Academy Middle School staff and board. The board has decided to adopt a suicide prevention policy that will help to protect all scholars and staff through the following steps:

By providing a designated suicide prevention coordinator (school counselor) who will be the main person of contact when students are in crisis. The coordinator will provide the resources necessary for the scholar in crisis and assess the situation with the scholar.

When the scholar is identified at risk by students, faculty, parents/guardians, or self-disclosure, the school counselor will complete a risk assessment (CSSRS) with them that determines the risk factor area. The counselor will contact the parent/guardians to inform them of the situation and the scholar's well-being.

If the scholar assessment results are high risk the counselor will inform the parent/guardian(s) of the imminent safety situation and request them to come to TLJA as soon as possible. When the parent/guardian arrives the counselor will converse with them about next steps. This will include: providing local Fort Wayne Area resources for assessments, any documentation, and taking the scholar with them out of the school building. The counselor will stay in contact with the parent/guardian as a consultant to make sure the scholar is receiving the help deemed necessary.

Students will also have access to resources that are nationally known such as:

- National Suicide Prevention Lifeline: 1-800-273-TALK (8255)  
[suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)
- The Trevor Lifeline Text/Chat Services, available 24/7  
[thetrevorproject.org/get-help-now](http://thetrevorproject.org/get-help-now)
- Crisis Text Line: Text TALK to 741-741  
[crisistextline.org](http://crisistextline.org)

All faculty and scholars in the building are expected to create a school culture that focuses on being respectful and supportive. So, that scholars feel utmost comfort in seeking out help for themselves and their friends. Scholars are highly encouraged to tell any faculty member if they or another scholar is experiencing, communicating, or writing about feeling suicidal. Scholars may feel that privacy is important but when it comes to the safety of another scholar telling a faculty member about the situation is of utmost importance to keep that scholar safe.

# ATTENDANCE PROCEDURES

## ABSENCES

If your child is absent from school, please call the school with the reason for the absence. The telephone call eliminates the need to send a note with your student when he/she returns to school. We would appreciate having the call between the hours of 7:00 and 9:00 a.m. when possible.

When the parent/guardian does not call the school, the school may attempt to reach someone at home or at work. It is the parent's responsibility to furnish the school within three school days the reason for their child's absence, otherwise the absence will be considered truant.

### Recently IC

**20-20-8-8 was amended to define habitual truancy to include students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason.**

### Excused Absences

**Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These could include:**

- **Illness verified by note from parent/guardian**
  - **Illness verified by note from Physician**
  - **Family funeral**
  - **Maternity**
  - **Military Connected Families (e.g. absences related to deployment and return)**
- Unexcused Absences An unexcused absence is any absence not covered under the definition of excused or exempt.**

### CLOSED CAMPUS

The middle school's campus is closed. **Under no circumstances may any student leave school property after arriving without parent/guardian permission and office sign out.** Any student leaving campus without authorization who returns to the building may be searched and consequences may be provided

## TRUANCY

Truancy is defined as being absent from school or class without the approval of the building authorities. The authority to decide whether an absence is excused or unexcused rests with the school leader. **There are no authorized skip days.**

## CHANGE OF ADDRESS/PHONE NUMBER

Parent/guardian should notify the school office as soon as possible concerning changes in home/work phone numbers, email addresses, and/or address.

## APPOINTMENTS

A parent/guardian must send a note excusing their student from school for appointments. The student must bring the note to Student Services before school to get a pass and then sign out at the time of leaving. A parent/guardian is required to come into the office to sign out their student at the time of leaving. The student must sign back in when returning to school. Please make every effort to schedule appointments outside of the school day.

## EXTENDED STUDENT ABSENCE

Extended absences are discouraged; however, there may be a circumstance when this becomes necessary. Contact the school office and teachers to make arrangements for homework. All missed assignments and assessments will be expected to be completed.

## HOMEWORK REQUESTS

If your child has been absent for three or more consecutive days, you may call the main office and request homework to be picked up after school on the following day.

## PARENT/GUARDIAN ABSENCE

If parent/guardian will be away from home and the student will be under the supervision of another person, parents/guardians are asked to call or send a note to the office giving the dates they will be away, the name of the person with whom the student will be staying, along with telephone numbers where this person may be reached during the school day.

## THE LAW

The state of Indiana requires that all children between the ages of seven and eighteen attend school every day that school is in session, beginning with the school year in which the child becomes 7 years of age (I.C. 20-33-2-6).

## WITHDRAWALS/TRANSFERS

Parent/guardian of students transferring to another school are asked to notify the office at least three to five days before their student's last day of attendance. The student should report to the counseling office on the morning of his/her last day of attendance to pick up a withdrawal form which teachers must sign, and all materials must be returned.

# ACADEMICS

## HONOR ROLL

An honor roll will be published each semester to recognize students with outstanding scholastic achievement. The honor roll will be computed as follows:

1. Each letter grade will be given the following numerical value:

<b>A+ = 4.0</b>	<b>B+ = 3.00</b>	<b>C+ = 2.00</b>	<b>D+ = 1.0</b>	<b>F = 0</b>
<b>A = 3.67</b>	<b>B = 2.67</b>	<b>C = 1.67</b>	<b>D = .67</b>	
<b>A- = 3.33</b>	<b>B- = 2.33</b>	<b>C- = 1.33</b>	<b>D- = .33</b>	

2. The numerical values will be added together, then divided by the total number of the grades on the report card for the semester.
3. If the grade average determined in step 2 is 3.66 or greater, the student will be on the "A" Honor Roll. If the grade average determined in step 2 is 2.66 or greater, but less than 3.66 the student will be on the "B" Honor Roll.
4. Classes that meet every other day are calculated with a value of .5 credit in determining grade point average.

## QUARTERLY REPORTS

Student progress is assessed approximately mid-way through each semester. Quarterly reports are not sent home with the student but may be accessed through Google Classroom. It is possible that a student may earn a satisfactory report at mid-semester time, but an unsatisfactory grade at the end of the semester if the quality of the work declines.

## ONLINE GRADE ACCESS

Students will be expected to periodically review their academic progress via Google Classroom and Powerschool, which is available from any Internet-connected device. It is the responsibility of the student to maintain the security of his or her username and password information.

## REPORT CARDS

Report cards are sent home with scholars at the completion of each quarter.

## STANDARDS-BASED GRADING

The School Board recognizes that in order to achieve its mission, communication of student achievement and progress must be meaningful, accurate, consistent and supportive of learning. It is the School Board's position that a standards based grading system designed to accurately report student achievement of academic standards by providing consistency in grading practices across schools and classrooms, and aligning grading and reporting with standards-based instruction and graduation requirements supports student learning and provides the most meaningful, accurate and consistent communication of a student's progress.

General Statement of Policy: Grading and Reporting Standards of Practice:

- ☐ Student academic grades will communicate academic achievement based on clearly defined academic performance standards.
- ☐ Academic achievement will be separated from all other non-academic behaviors when teachers assign student grades.
- ☐ Quality assessments and properly recorded evidence of achievement will be used when determining grades on student work.
- ☐ Term grades will be determined in a manner that accurately represents students' attainment of the standards and promotes student learning.
- ☐ Teachers will involve students in the assessment and grading process throughout the learning cycle in an age-appropriate manner.

## **Timothy L. Johnson Academy Middle School Grading Policies Grading Scale**

The following grading scale will be used in the four core subjects (Language Arts, Social "Sciences, Science, and Mathematics):"

A+	98-100	C+	77-79
A	93-97	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"

### "State Standards"

"In addition to letter grades, scholars will also receive a 1-3 score on State Standards."

"1- Does not meet State Standard criteria 2- Meets State Standard criteria"

"3- Exceeds State Standard criteria"

"Points"

"Academic tasks will be assigned point values using the following criteria:"

"\* Formative assignments (quizzes, unit check-in, daily work)"

"\* Summative assignments (projects, tests)"

"Late/ Absent Work"

"Scholars are expected to complete assignments in the time allotted."

"Occasionally, work outside of the classroom may be necessary to complete assigned goals. If an extension is needed to complete an assignment, scholars should communicate immediately with the teacher to set up a revised schedule."

"Students will be allotted 1 day per excused absence to make up missed"

"assignments. It is the scholar's responsibility to obtain missed assignments from the"

"teacher upon his/her return or sooner if multiple days are missed."

# IMMUNIZATIONS

Your child may be eligible to receive free or low-cost immunizations at the Department of Health or at a Super Shot site. The Department of Health Immunization Clinic is located at 4813 New Haven Ave. Call for clinic hours and appointments at 449-7514. For Super Shot site information, call 424-SHOT (7468). No appointment is necessary at Super Shot sites. Children must be accompanied by a parent or legal guardian. Please take your child's current shot record and, if applicable, your child's Medic-aid or Hoosier Healthwise insurance card.

*All* students are required to have:

- 5 doses of diphtheria-tetanus-pertussis (DTP or DTaP); 4 doses acceptable if fourth dose is on or after the fourth birthday
- 2 doses of measles vaccine (MMR covers measles, mumps and rubella) or
  - 1 dose of rubella vaccine
  - 2 doses of mumps vaccine
- 2 hepatitis A immunizations for students in grades kindergarten through grade 3
- 3 doses of hepatitis B vaccine
- 4 doses of polio vaccine (OPV or IPV); 3 doses acceptable if third dose is administered on or after the fourth birthday
- 1 or 2 varicella (chickenpox) - Students in kindergarten through grade 12 must have two varicella (chickenpox) immunizations. Students in pre-K need one varicella immunization. Students with a history of having had chickenpox are not required to have this immunization. Students in grades 1-12 need only to provide a note signed by the parent stating they have had the disease. This note must include the month and year when the disease occurred. Pre-kindergarten and kindergarten students must have physician documentation of the disease.

Immunization Requirements for Grades 6-12 All students in grades

6-12 must also have the following immunizations in addition to those listed above:

7-1 dose of Tdap (tetanus and pertussis booster). Students are exempt only if the last tetanus shot has been given within the last year

8-1 dose of meningococcal vaccine (Menactra) for the prevention of bacterial meningitis

9-A second meningococcal (Menactra) booster is required for grade 12 if the first shot was given before age 16.

The Indiana Department of Health and the American Academy of Pediatrics also advise parents to consider the health benefits of the following non-mandated immunizations:

- ⊞ Annual flu shots for all students, especially those who have chronic health conditions.
- ⊞ Human Papillomavirus (HPV) infection is one of the most common sexually transmitted diseases. A vaccination is recommended for all 11- and 12-year-old girls and boys.

Should you wish to talk to one of your child's teachers, call the school and leave a phone number and the time when you can be reached, or contact the teacher through e-mail. The teacher will contact you at his/her earliest availability. Information in regard to your child's attendance, grades, assignments and much more can be accessed through Google Classroom. To sign up for Google Classroom contact your child's counselor.

## COUNSELING SERVICES

The counseling program helps students succeed in their academic and personal lives. Our goals are to provide support and understanding of the ups and downs of adolescence, help with educational planning, help prevent problems from becoming overwhelming, address chemical issues, and to assist in determining options and resources for problem solving.

## SECTION 504 SERVICES

Section 504 is a provision of the Federal Rehabilitation Act that ensures access to a free and appropriate public education for individuals with a qualifying disability by prohibiting discrimination based on a disability. A student may qualify for a 504 plan when the student has a mental or physical condition for which reasonable accommodations are necessary for the student to make progress in school. Questions about Section 504 services should be directed to the building administrator.

## SPECIAL EDUCATION

Special Education programs and related services are provided to eligible students with disabilities at all grade levels and are based on the individual needs of students. Parents who suspect that their child may have a disability should contact a teacher, counselor, administrator or the Special Education Building Coordinator (SEBC) at TYLJAMS for additional information.

## STUDENT/TEACHER CONCERNS

If a parent/guardian and student have a concern regarding a teacher or coach, it is expected the parent/guardian will contact the teacher or coach and share the concern with them directly. This will give the opportunity to respond to your concern and resolve the conflict. If concerns remain after contacting the teacher or coach contact a building administrator.

# SCHOLAR EXPECTATIONS

**PROMPT: ON TIME**

**PREPARED: READY TO LEARN**

**POLITE: RESPECT YOURSELF, OTHERS, AND PROPERTY**

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**At TLJAMS we expect all scholar to:**

- Attend school and be **on time** each day.
- Bring appropriate materials to class each day.
- Be tobacco, vape, and chemical free.
- Never bring a weapon or look-alike weapon to school. (Use/possession of a weapon is grounds for expulsion).
- Keep your hands and feet to yourself.
- Not engage in racial, sexual, and religious harassment or assault.
- Use appropriate language.
- Respond promptly and courteously to the directions of any staff member.
- Be clean, neat, and dressed appropriately for the school day.
- Follow the bus ridership guidelines outlined in your handbook.
- Consume food and beverages in the cafeteria only.
- Keep your locker clean inside and out.
- Recycle and reuse. Don't litter!

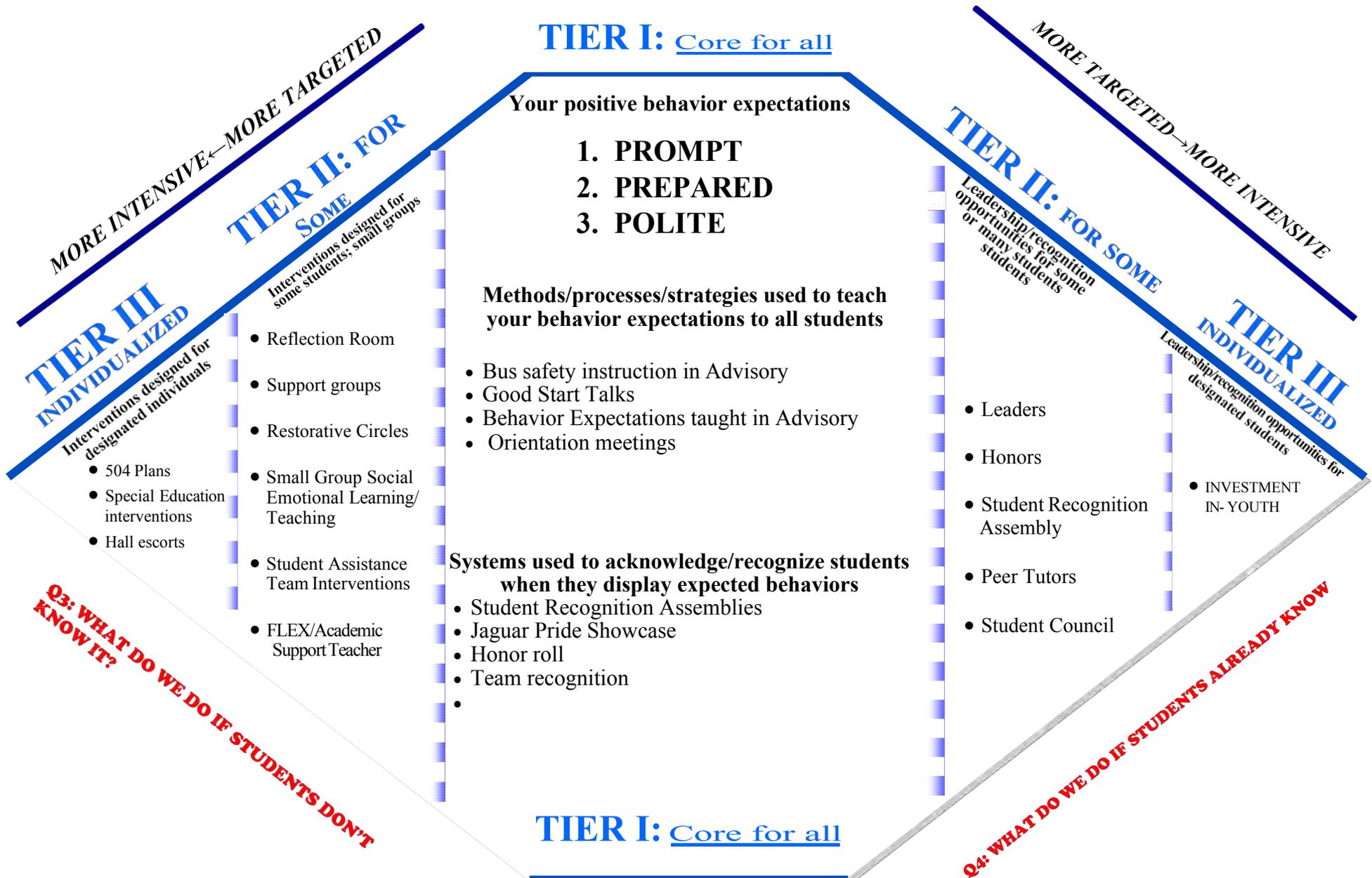
## **REPORTING PROCEDURES**

Report any misbehavior you witness or experience. Everyone has a right to feel safe and respected.

1. Generally, begin by reporting the misbehavior to your class teacher. In the lunchroom, tell one of the supervisors.
2. If personal safety is an issue, go to the nearest adult. Tell them you need help and are not feeling safe.
3. On-going problems should be reported to a counselor or administrator. Be aware of the date, time, and location of the incident. This information will help in the investigation.
4. Reporting forms are located in Student Services office, See Ms. Rowlett or Mr, McClendon for assistance.

**Decisions to violate the scholars expectations will result in consequences including but not limited to a conference, community service, restitution, suspension, exclusion, and/or recommendation for expulsion.**

# Timothy L Johnson Academy Middle School



## 2024-2025 POSITIVE BEHAVIOR INTERVENTION FRAMEWORK

Q1: WHAT DO WE WANT ALL STUDENTS TO KNOW AND BE ABLE TO DO?

Q2: HOW WILL WE KNOW WHEN THEY KNOW IT?

# SCHOLAR BEHAVIOR PLAN

All employees in the middle school have the responsibility and the right to enforce school rules. **Scholars are expected to respond immediately and respectfully to any employee giving directions.**

## **GENERAL SCHOOL CONDUCT**

TLJAMS is a public place and all the laws, social norms, and common-sense rules of public behavior apply on school property. It is expected that students will treat other students, as well as adults, with respect in class, in the halls, on school buses, at all school activities.

## **GENERAL SCHOOL RULES**

1. Be Prompt. Be Prepared. Be Polite.
2. Respect other people's property and feelings.
3. Conduct yourself in an appropriate physical and verbal manner.  
Careless behavior can result in personal injury or property damage.
4. Keep traffic flowing in the halls. Do not loiter, congest, or block others.
5. Show appropriate affection - "friendly hits," holding hands, embracing, and kissing are inappropriate.
6. Follow the classroom behavior guidelines established by each teacher.
7. Report harmful, threatening, suspicious or frightening situations to an adult immediately.

## **DESCRIPTION OF STUDENT BEHAVIOR VIOLATIONS**

**Academic misconduct:** includes but is not limited to cheating on school assignments or tests, plagiarism or collusion. Administrative and/or academic consequences may also be assigned.

**Bomb threat:** a spoken or written bomb threat may result in a recommendation for expulsion.

**Bullying:** any written, verbal expression, physical act or gesture or pattern of such that causes a student(s) to feel distressed and which substantially interferes with another student(s) education, opportunities, or performance. These four categories are outlined by the Indiana Department of Education; verbal bullying, physical bullying, social/relational bullying and electronic or written communication bullying (IC 5-2-10.1-12, as amended by P.L. 132-2007, Section 3 (e, IC 20-20-8-8 and IC 20-34-6-1. Participation in acts of bullying will be subject to disciplinary action. Acts may include but not limited to: harming a student, damaging a student's property, placing a student in reasonable fear of harm to his/her person or property and creating a hostile or intimidating educational environment for that student(s). Any scholar recording, participating, encouraging, or posting acts of bullying using any digital or non-digital distribution will receive the same consequences as the aggressor.

**Chemical violation:** possession, use, sale, or distribution of any illegal drugs, drug paraphernalia, alcohol, or prescription drugs which do not belong to the person in possession. Any use of prescription drugs or over the counter medications for mood altering effects.

**Computer guidelines:** the use of school computers is a privilege not a right.

**Disruptions:** interruption of education and/or school activities.

**Field trips:** have both academic and behavior requirements for students who may want to participate. Students that do not fulfill either the academic or behavior requirements are therefore ineligible to attend the field trip.

**Fighting:** engaging in any form of fighting is prohibited regardless of who initiated the fight. This could include, but is not limited to horseplay, hitting, slapping, pushing, pulling hair, biting, spitting, kicking, scratching, or any other acts in which a student inflicts or attempts to inflict bodily harm on another person.

**Fire:** possessing or using matches, lighters, or other fire producing instruments; giving false alarm or tampering with safety systems.

**Forgery:** falsifying signatures or date, forging notes, hall passes, etc.

**Gambling:** any participation in events or games of chance which involve the exchange of money, goods, or services.

**Harassment and violence (sexual, religious, or racial):** harassing, threatening to inflict, or attempting to inflict violence or harm through conduct or communication on the basis of race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, sexual orientation or disability.

**Harmful articles:** any item, other than a weapon, that poses a threat to others or is a potential disruption (includes, but not limited to: shock pens, laser pointers, perfumes, scented lotions, body sprays).

**Hazing:** committing an act against a student, or coercing a student into committing an act, that creates a substantial risk or harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

**Identification:** students have the responsibility to identify themselves when asked by a school staff member or employee. Failure to do so, fleeing, or giving a false name will be considered insubordination and is subject to disciplinary action.

**Insubordination:** failure to obey any reasonable request from a staff member.

**Off campus behavior:** students may be disciplined for off campus misconduct if the misconduct is a continuation of, or has a nexus to, improper conduct that occurred on school grounds.

## **SCHOLAR BEHAVIOR PLAN (continued)**

**Physical Assault:** when one or more persons attack an individual, who does not physically retaliate; intentionally causing or attempting to cause harm to another individual. Intentional assault of a staff member or a group assault may result in a recommendation for expulsion. Instigation/ encouragement of fights/assaults will also result in school consequences.

**Tardy:** less than 10 minutes late to class.

**Theft:** intentionally taking, using, transferring or retaining property of another without permission of the owner.

**Threats/Verbal or Non-Verbal Assault:** speaking, writing, or gesturing in an inappropriate, threatening, or offensive manner. This includes communication via technology. Consequences may range from parent conference to a recommendation for expulsion.

**Tobacco and Vaping:** possessing or using tobacco, e-cigarettes or any vaping paraphernalia on school property or trespassing on adjoining property to use tobacco, e-cigarette, or vaping paraphernalia will result in school consequences and/or a police referral.

**Trespassing:** unauthorized presence on school property. When a student has been administratively dismissed or suspended out of school, he/she may not be on school property until readmitted by administration.

**Truancy:** one period or more of unexcused absence from class for 10 or more minutes.

**Vandalism:** damaging school or personal property. Indiana code 34-31-4-1 8 provides that a parent or guardian of a minor is responsible for injuries or damages caused by the minor up to \$5,000, such as technology damage.

**Vaping:** possession or use of tobacco products in any form; such as, cigar, cigarette, pipe, chewing tobacco, electronic nicotine delivery devices/electronic cigarettes, etc.; is prohibited the adopted policy is effective 24 hours a day school buildings are tobacco-free, school grounds are tobacco-free school, all students are subject to the policy's regulations, all staff are subject to the policy's regulations, all parents and visitors are subject to the policy's regulations. We utilize Indiana Vape Free Schools accessed at in.gov and posted at tjja.org

**Violent Behavior Rule:** a student participating in a fight/physical assault during their middle school career may be recommended for expulsion from Timothy L Johnson Academy Middle School. Building administration will make a police report and criminal charges may follow.

**Weapons:** Students and non-students, including adults and visiting youths, are forbidden to possess, store, transmit, or use an instrument that is considered a weapon or a look-alike weapon in school, on school grounds, at school activities, at bus stops, on school buses or school vehicles or school contracted vehicles, or entering upon or departing from school premises, property or events.

The district takes a position of zero tolerance on real and look-alike weapons, including, but not limited to:

- All firearms, whether loaded or not
- Other guns of all types including, but not limited to, pellet, air soft pellet, B-B, paintball, non-functioning, or toy guns
- Knives, including but not limited to, switch blades, automatically opening knives, box cutters or razor blades
- Explosives, including but not limited to, live ammunition and fireworks
- Flammable liquids or combustibles

Students are expected to report harmful, threatening, or suspicious situations to an adult immediately.

**Weapons Cont.:** Failure to do so may result in disciplinary action.

A student who finds a weapon on the way to school or in the school building and immediately takes the weapon to any staff member or to the principal's office will not be considered in possession of a weapon.

### **DESCRIPTION OF CONSEQUENCES**

It is our philosophy that the consequence and corrective action taken be appropriate, fair, and result in ending the behavior.

Parent/guardian involvement encourages appropriate behavior. Disciplinary consequences may be given by a staff member or for more serious offenses by the administration. Parents are not contacted for each infraction but will be notified for in-school suspension or out-of-school suspension. Parents, check with your child regularly about his/her behavior.

Consequences may include but are not limited to: meeting with the teacher/counselor/principal, detention, loss of school privileges, parent conference with school staff, modified school program, referral to school support services, referral to legal system, restitution, removal from class, administrative dismissal, out-of-school suspension, exclusion, or expulsion. Unless otherwise stated, the normal progression of consequences may include detention, in-school suspension, and out-of-school suspension. This may vary due to severity and frequency of offenses.

Detention is a supervised study period before or after school assigned by a teacher and/or administration. Out-of-school suspension means the student is not to be on any school property during the suspension. A parent conference will be required before the student is readmitted to school.

Expulsion is action by the school board to prohibit an enrolled student from further attendance for a period of time, up to one calendar year.

Consequences may include, but are not limited to the following:

### **ADMINISTRATIVE DISMISSAL**

Any removal of a student from school for one day or less will be considered an administrative dismissal. Administrative dismissal prohibits a student from being in school, on school grounds, or at a school sponsored event for the day. A parent conference may be required before the student is readmitted to school.

### **ALTERNATIVES TO SUSPENSION**

Alternatives to suspension is an intervention to reduce the need for suspension as a response to disciplinary incidents. Alternatives to suspension include: Participation in the Reflection Activities, Community Service, or Restitution.

## **DESCRIPTION OF CONSEQUENCES (continued)**

### **BEFORE/AFTER SCHOOL EXCLUSION**

Being in the school before and after school requires proper behavior and certain guidelines.

Students that exhibit unwanted behaviors will be excluded from early/late privileges. Parents of such students will be notified, and trespassing charges may be filed if the exclusion is disobeyed.

### **CLASSROOM REMOVAL**

Classroom teachers have the right to request removal of a student from class on a temporary basis. An administrator will make the decision to remove a student. Students who are removed from class will be supervised and expected to work on assignments.

### **COMMUNITY SERVICE**

Students will be assigned duties around the school to give back to TLJAMS school community.

### **EXPULSION (Up to twelve calendar months)**

Expulsion prohibits a student from attending any District school for a prescribed period of time. No expulsion shall be imposed without a hearing unless the right to a hearing is waived in writing by the pupil and parent/guardian.

### **OFFICE DETENTION**

Students are required to stay before or after school to serve an office detention. Office detention will be assigned by an administrator. Students are required to use detention time to study or work on school assignments. Students who have been assigned repeated detentions who do not attend may be required to participation in the Reflection Room.

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

Out of School Suspension prohibits a student from being in school, on school grounds, or at a school sponsored event for a specific period of time. OSS will be assigned by an administrator. Homework will be provided for student make-up work for suspensions of three or more days. A parent conference will be required before the student is readmitted to school.

### **RESTITUTION**

Students will make a payment to restore or make right on an incident that has caused a loss or damage.

### **TEACHER DETENTION (Before or after school)**

A classroom teacher may require a student to serve teacher detention before or after school for make-up work, behavior infractions, or class tardiness.

### **DUE PROCUSS NOTICE**

Occasionally (usually in the context of allegations of violations of school rules, behavior guidelines, or school board policy), school staff may need to interview students to gather information that would be helpful in an investigation. All applicable laws and policies as determined by the Indiana legislature and IDOE will be followed.

### **NOTICE: OTHER WEAPON CONCERNS**

Paint ball guns, air soft pellet guns, and look-alike/replica firearms have the capability of doing great bodily harm.

**DO NOT BRING ANY LOOK-A-LIKE/REPLICA OR REAL FIREARM ON SCHOOL PROPERTY. POSSESSION OF A GUN ON SCHOOL PROPERTY WILL RESULT IN SUSPENSION AND A RECOMMENDATION FOR EXPULSION.**

Indiana does not permit any person, including a person licensed to carry a handgun, to possess a firearm in or on:

School property (including private schools and preschools<sup>1</sup>); or  
Property that is being used by a school for a school function or on a school bus

However, a person who is specifically authorized by a school board may carry a concealed firearm on school property.

# Dress Code Expectations

Students are expected to be clean, neat, and dressed appropriately for the school day. Articles of clothing or words/symbols on personal property that are inappropriate or cause disruption will not be allowed.

Examples that are inappropriate include, but are not limited to:

- clothing advertising substances illegal for juveniles.
- sexually obscene and/or profane language, slogans, emblems or pictures
- gang symbols and/or emblems or clothing worn in a manner to identify gang membership
- sexually provocative or immodest clothing, words, or symbols
- clothing that displays undergarments, bare midriffs, or cleavage (**ripped jeans with or without leggings**)
- Hats, visors, or hoods from a sweatshirt
- Slippers, **slides**, rollerblades, or other footwear that could damage floors
- Straps to tank tops that are thinner than 2 fingers width
- No jackets or sweat shirts with hoods

Parents, we ask that you please support our goal of maintaining school appropriate dress.

**PLEASE DO CLOTHING CHECKS AT HOME PRIOR TO COMING TO SCHOOL.** Thank you.

Students in violation of the dress code policy will be expected to change. If students do not have clothes to change into, they will be expected to change into clothing provided by TLJAMS.

Our school community supports Student Dress and Appearance Policies establishing that:

- A) ***The responsibility for the appearance of the student rests with the parent/guardian and student. They have the right to determine student dress providing that articles of attire not destructive to school property, comply with requirements for health and safety, are not offensive, and do not interfere with the educational process.***
- B) ***The building administration has the authority to determine whether student attire is destructive to school property, fails to comply with requirements for health and safety, is offensive, or interferes with the educational process.***

## iPads

Scholars are expected to leave their district issued iPad at school every day to use in cooperation with their teachers to enhance their educational experience. It is the responsibility of each teacher to establish procedures and expectations for use of the digital learning devices in their classroom, and it is the responsibility of

- iPads should always be carried with both hands in their cases
- iPad should be fully charged each day
- Only authorized Apps should be downloaded onto the device
- Social Media sites are not allowed to be accessed using TLJAMS devices and networks

## Phone Policy

### Middle School Wireless Communication Device Policy

In accordance with Section 1. IC 20-26-5-40.7 of the Indiana Code, effective July 1, 2024, our school has established the following policy regarding the use of wireless communication devices:

#### Definitions

Instructional Time: As defined in IC 20-30-2-1.

Wireless Communication Device: Any portable wireless device capable of providing voice, messaging, or other data communication between two or more parties, including:

Cellular telephones

Tablet computers

Laptop computers

Gaming devices

Policy Details

General Prohibition:

Students are prohibited from using wireless communication devices during instructional time, except under specific circumstances outlined below.

Device Handling Procedures:

Upon arriving at school, students must turn off their wireless communication devices.

Devices must be placed in a secure Yonder pouch provided by the school.

Students must turn in their secured Yonder pouches to their homeroom teacher each morning.

No Expectation of Personal Device Access:

There is no expectation that any student will have a cellphone or any other wireless communication device on their person or in their lockers during the school day.

Any exceptions to this policy must be explicitly permitted and noted in the student's records.

Exceptions to the Policy:

Teachers may authorize the use of wireless communication devices for educational purposes during instructional time.

Students are permitted to use wireless communication devices in the event of an emergency or to manage health care needs.

The policy does not prohibit the use of wireless communication devices during instructional time if the use is included in the student's:

Individualized Education Program (IEP)

Section 504 plan under the federal Rehabilitation Act of 1973

Publication:

This wireless communication device policy will be published on the school's website to ensure all students, parents, and staff are aware of the regulations.

By implementing this policy, we aim to create an environment that minimizes distractions and maximizes learning opportunities while accommodating necessary exceptions for educational, health, and emergency needs.

If you have any questions or require further clarification regarding this policy, please contact the school administration.

Effective Date: July 1, 2024

# SCHOOL SERVICES

## **FAMILY/COMMUNITY OUTREACH INITIATIVES**

Our schools provide student support, family outreach, education, and collaboration with community resources to help all students and families access our schools and services. If you have questions, please call our school guidance counselor.

## **HEALTH SERVICE**

No student may leave school because of illness without permission from the school administration. In case of an emergency, the school will make every effort to contact the parent/guardian. If the appropriate contacts cannot be made, the school will proceed with action deemed necessary for the welfare of the child.

**Emergency Cards** Students under 18 years of age will not be released from school if ill or injured unless authorized by a legal parent/guardian or another adult designated by a parent/guardian. Please update emergency information annually and as changes occur.

**Immunizations** According to IN state law, all students must be in compliance with state immunization requirements, be in the process of receiving the immunization series, or meet exemption criteria.

**Medications** School nurses are not available to dispense medications in schools on a daily basis. Medication administration may be delegated to trained non-medical personnel when the nurse is not there. For this reason, it is especially important for parents to follow medication administration guidelines. State law requires that prescription and over the counter medicine be in its original container and that written parent/guardian instructions and permission be provided. Medication permission forms are available in school office. Send only a one-week supply of medication at a time. Parents are responsible for the safe transportation of medication to school. Indiana law requires that parents pick up unused medication from school or provide written permission for the student or a designated adult over the age of 18 to do so.

## **MEDIATION PROGRAM**

The mediation program at Timothy L Johnson Academy Middle School is designed to help students resolve conflicts that negatively impact their school lives. The program is founded on the belief that students can learn skills to resolve conflict constructively.

The goal of the mediation program is to:

- Teach students to resolve conflicts peacefully through mediation.
- Teach students to take responsibility for themselves and increase their lifelong skills in successfully dealing with anger and conflict.
- Improve the school climate for students by reducing conflict.
- Prepare students to live in a multicultural world through listening to others' points of view and peacefully resolving differences.

To enter mediation, a student simply asks a teacher, counselor, or administrator to have it arranged. During mediation, the two students in conflict sit down with two mediators. Each student tells his/her side of the story and helps generate possible solutions.

The TLJAMS staff holds high expectations for student behavior. We expect students to seek help in resolving conflict from a parent, teacher, counselor, administrator, police liaison officer, or through mediation instead of resorting to harassment or violence.

# EXTRA CURRICULAR ACTIVITIES

A variety of extracurricular opportunities are offered for both boys and girls. We encourage you to have your child take an active part in the many clubs, organizations, and athletic programs.

Participation in school activities is a privilege that carries with it varying degrees of responsibility, recognition and reward. Participating students represent their school and other members of the student body, and it is their duty to conduct themselves in a manner that is positive for themselves, their families, their school and their community. Participants in the school's extracurricular and cocurricular activities shall be governed by local and state laws, related state association regulations, the Code of Conduct, School Behavior Code and the Extracurricular/Cocurricular Code of Conduct. In addition, with the approval of the principal or designee, each coach, club sponsor or faculty adviser of an extracurricular/ co-curricular activity may develop and impose eligibility rules with respect to attendance or other matters, which may be in addition to the general behavior requirements of the TLJAMS Code of Conduct, Behavior Code or this Extracurricular/Co-Curricular Code. These rules and regulations shall be properly distributed to and reviewed by all participants in that particular activity before that activity begins. This Code applies to all students who are connected with any school-sponsored or school-sanctioned extracurricular/co-curricular activity, including clubs and athletic programs in various sports, academic competitions, competitive groups that are an extension of the curricular program.

## STANDARD OF CONDUCT

Students participating in extracurricular/co-curricular activities are required to follow the same rules of conduct expected of all students and avoid those areas of prohibited student conduct identified in the TLJAMS Code of Conduct, School Behavior Codes, association rules and the rules of each activity. In addition, any student arrested on a charge other than a traffic violation will be suspended from any participation pending investigation of the arrest both by civil and school authorities and will be denied participation upon conviction.

Extracurricular/co-curricular participants are reminded that the rules contained in this Code prohibiting certain conduct apply both on and off school property and are in force for a full year, even when school is not in session. Students are also reminded that the most typical extra-curricular/co-curricular discipline imposed involves the possession, use, or consumption of controlled substances or substances represented to be a controlled substance, the use of alcohol and tobacco products and the use of performance-enhancing products.

If a student approaches school personnel for help with a problem, he/she will not be penalized by school personnel for this admission. The student must come forward prior to being caught in a violation of this Code. In such cases, the school will assist the student in finding help.

## First Offense

If a violation has occurred and if the student is willing to participate in an approved assessment and indicated follow-up therapy at the student's expense or with the current Student Assistance Program, the student will be suspended from participation for 25 percent of the sports season or activity. If the student chooses not to participate in the assessment/therapy phase, then the suspension would be for 50 percent of the season or activity. If less than 25 percent of the season or activity remains, or the violation occurs between seasons or activities, the penalty shall be extended into the next season or activity in which the student participates for the equivalent remaining percentage of that next season or activity until the total suspension equals 25 percent or 50 percent as appropriate. The offense and action taken will be recorded and filed in the office of the principal or the principal's designee and a copy filed with the assistant school leader.

## Second Offense

The penalty shall be suspension from participation and forfeiture of eligibility for any honors or awards related to any season or activity from which the student is suspended for one calendar year from the date of the second offense. The offense and action taken will be recorded and filed in the office of the school leader or designee and a copy filed with the assistant school leader.

## Further Violations

The penalty shall be suspension from participation in all sports or extracurricular activities, as appropriate, for the remainder of the student's TLJAMS school career. The offense and action taken will be recorded and filed in the office of the school leader or designee and a copy filed with the assistant school leader.

Under the Indiana Juvenile Code, any law enforcement officer may take a child into custody with a court order or if the officer has reason to believe the child has committed a delinquent act. Additionally, a law enforcement officer, probation officer or Child Protective Services caseworker may take a child into custody under specified circumstances if they are acting with probable cause to believe the child is "a child in need of services." School officials will connect parents/guardians with the appropriate officer/detective or DCS Case Manager if their child has been taken into custody.

## **GENERAL INFORMATION (continued)**

### **INTERNET ACCEPTABLE USE AND SAFETY**

Electronic information research skills are fundamental to preparation of students as citizens of the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet through the curriculum and that they will provide guidance and instruction to students in their use.

Use of the district's network/internet resources is intended only for educational and informational purposes, such as research, professional development, instruction, and collaborative education projects.

The use of the school district system and access to the use of the Internet including electronic communication is a privilege, not a right, used within district policies. Consequences for students who fail to abide by Internet Acceptable Use and Safety policies will be included in the building discipline procedures. Infractions by students will also be referred to legal authorities when appropriate.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network/Internet resources. While the school will monitor student network/Internet use as closely as possible, the school cannot guarantee that students will not independently access network/Internet resources. If parents/guardians do not want their student to access network/Internet resources in school, they must notify the principal in writing.

### **LOCKERS**

Each student will be assigned a hall locker and will be assigned a lock. Students are urged NOT to bring expensive items to school; personal items are not covered by school insurance. Students should keep their lock combinations to themselves. Students are to use only their assigned lockers and are responsible for the contents as well as keeping it clean inside and out.

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

### **LOST AND FOUND/THEFT**

Lost and found will be located in the main office. Students should report both lost and found items immediately. Please complete a lost and found/theft report in the Student Services office.

## **INDIANA DEPARTMENT OF EDUCATION**

Parents have the right to request information regarding the professional qualification of the student's classroom teachers. You can check a teacher's professional qualifications on the Indiana Department of Education website: [https://license.doe.in.gov/public\\_data/educator\\_licenses/](https://license.doe.in.gov/public_data/educator_licenses/)

### **NOTICE OF USE OF HANDHELD METAL DETECTORS**

Weapons are prohibited on school property by Board policy and State and Federal law. When there is reasonable suspicion that someone is in possession of a weapon on school grounds, the administration is authorized to use handheld metal detectors as a method of searching for those weapons.

### **PHYSICAL EDUCATION EXCUSE POLICY**

1. EXCUSES FOR 1 TO 3 DAYS - Minor injuries and ailments require a written note from parent/guardian. These notes ARE NOT taken to the health specialist but are given to your physical education instructor at the BEGINNING OF YOUR CLASS.
2. EXCUSES FOR MORE THAN 3 DAYS - You must obtain a written excuse from your doctor and have it signed by the school health specialist before giving it to your physical education instructor. Excuses of this kind will require an alternative project or assignment.

If there is a question about the validity of the note or about the number of days excused, the instructor may send you to the health specialist for verification with parent/guardian.

### **PHYSICAL EDUCATION UNIFORMS**

Physical Education teachers will share information with their students regarding the type of clothing needed for physical education and swimming.

### **PLEDGE OF ALLEGIANCE**

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students must respect another person's right to make that choice.

### **SALES IN SCHOOL**

No individual student or organization, public or private, charitable or otherwise, may use the school to sell literature or products for a profit. The only exception to this rule is the sale of items by the school's organizations to raise funds specifically for the organization.

### **SCHOOL CLOSING AND E-LEARNING DAY ANNOUNCEMENTS**

School weather announcements will be announced on television stations Indiana News Center and WANE TV 15 as Timothy L Johnson Academy. Announcements will be made immediately should it be necessary to dismiss school during the day.

## **GENERAL INFORMATION (continued)**

### **SEARCHES**

For reasons of health, safety, or suspected criminal activity, students may be asked to empty pockets, purses/bags, and/or remove shoes and socks.

### **SIGNS, POSTERS, LITERATURE**

Any sign or poster that is to be displayed or literature to be distributed in the school building or on school grounds requires the prior approval of the administration.

Public school buildings may not be used to promote the interests of any commercial or non-school agency.

### **SKATEBOARDS/ROLLERBLADES**

Skateboards/rollerblades may not be used in the building or on school grounds.

### **SPECIAL OCCASIONS**

Balloons, signs, flowers, singing messages, beverages, food, and other items WILL NOT be allowed in school.

### **Telephones**

Office telephones are for business only. They SHOULD NOT BE USED FOR PERSONAL CALLS EXCEPT IN CASES OF EMERGENCY, and then only with consent of someone in the office. Students WILL NOT BE CALLED FROM CLASS TO ANSWER THE TELEPHONE EXCEPT IN AN EMERGENCY.

### **TRESPASSING**

Presence at any school location without permission from the staff of that school

(students are not to go into other district buildings without permission from the staff of that building) is trespassing. Admitting others through a locked or secured door without permission of school personnel is permitting trespassing. School administration and/or police will respond to incidents of trespassing.

### **SUBSTITUTE TEACHERS**

Substitute teachers are guests in the building providing a service for our students and staff. We expect students to be courteous, cooperative, respectful and helpful to all guests in the building.

## **SEXUAL, RELIGIOUS & RACIAL HARASSMENT**

Harassment is illegal behavior

### **Harassment means**

**Behavior, words or put downs of a sexual,religious, or racial nature which**

- **pressure or intimidate you**
- **make you feel uncomfortable**
- **affect you in a negative way.**

### **Some examples of harassment are:**

- telling offensive jokes/stories
- making degrading gestures and comments
- displaying pornographic or sexually explicit materials
- calling someone derogatory names/put downs
- pressuring someone to do something which he/she is not comfortable
- inappropriate or offensive touching

**Everyone has a right to feel safe and respected.**

# RISK MANAGEMENT

## ACCESSIBILITY

The Americans with Disabilities Act (ADA) requires that we make our programs and services accessible to individuals with qualifying disabilities. A thorough evaluation was conducted for compliance with accessibility codes and guidelines and a transition plan was developed to improve accessibility. If you need auxiliary aides or services in order to participate in or attend a district activity, call your local school or the school district at least seventy-two (72) hours in advance (two-week notice preferred).



## BICYCLES/MOTORIZED VEHICLES

We recommend that students NOT ride expensive bicycles to school. Students are expected to lock bicycles in the racks provided. The school is not responsible for the safety of bikes. Middle school students are not to drive motorized bikes or cars to school.

## BUILDING ACCESS AND SECURITY

For the safety of our students and staff, all exterior doors will remain locked during the school day, except for the main entrance. Visitors must sign in at the main office and obtain a visitor's badge. Children will only be released to their parents or individuals authorized on the student's emergency card/screen. Proof of identification will be required.

## CHEMICAL USE/POSSESSION

TLJAMS will not allow the sale/selling, distribution and possession of chemicals by students as it jeopardizes personal safety and interferes with the learning process. No student, regardless of age, may possess, use, sell, distribute, and/or exchange illegal chemical substances, paraphernalia or other mood-altering chemicals which can hinder the student's ability to learn or participate, and/or could cause damage to the student's health. This prohibition is effective in school buildings, vehicles, and school contracted vehicles, on school property, and at school activities. "Use" is defined as drinking, sniffing, smoking, swallowing, chewing, injecting, or otherwise absorbing into the body such illegal or mood-altering substances. Look-alikes, example - Near Beer, are not permitted on school property or at school events.

Students apprehended using, possessing, selling, distributing, and/or exchanging chemical substances will be subject to Student Discipline, and treated according to existing school rules, including notification of law enforcement agencies and the application of school suspension and/or expulsion procedures.

## SEVERE WEATHER

Generally, you can expect that school will be held, even in severe weather. If you disagree with the district's decision to hold school on a day you believe the weather is hazardous, you may keep your child home. Please call your school's absence line to report the absence. The absence will be excused.

## School Cancellation

District administrators consider the combined effects of snow, ice, and wind chill when determining if school will be held. We attempt to make the decision by 5:30 a.m. after surveying conditions, monitoring weather reports, and consulting with transportation vendors.

## RISK MANAGEMENT (continued)

### Programs, Activities, Events

When schools close, all after-school and evening activities and programs are generally cancelled, as well, including extra-curricular activities and community education programs (youth/adult classes; preschool and Kidstop programs; adult basic education; early childhood). Privately sponsored activities scheduled through the school district's facilities reservation department are also cancelled.

### COMMUNICATIONS

If school is canceled or dismissed early, we will inform you as follows:

- **Telephone/email:** We will call and/or email you using an automated messaging system. Please be sure to submit or update your contact information through your child's school.
- **Online:** Whenever possible, emergency information will be posted on the district's [tija.org](http://tija.org)
- **Broadcast:** Information will be submitted to major radio and TV stations as "Timothy L Johnson Academy"

Please do not call your child's school with questions during an emergency. The phone lines must remain open for emergency communications. If you need assistance, call the main district phone number: (260) 543-4077

### PARENT/GUARDIAN RESPONSIBILITIES

- **School emergency plan for your family:** Make sure your children know what to do if school is cancelled. Do they know how to get into your home safely if school closes early?
- **Student emergency contact information at school:** Students will be released only to parents, guardians and authorized individuals listed on the student emergency cards kept in at school. Please keep this information current.

**Weather-appropriate clothing:** Please send your child to school dressed appropriately for the weather, e.g. warm coat, mittens, hat, and/or boots. Your child will be expected to go outdoors during evacuations, so appropriate clothing at all times is expected.

### EMERGENCY PREPAREDNESS

Timothy L Johnson Academy Middle School has a comprehensive emergency plan developed with the help of local law enforcement, emergency management, and public health officials. Drills are routinely held in all district buildings to prepare students and employees for emergencies.

The emergency plan is based on an "all-hazard" approach that incorporates four universal response actions that can be implemented quickly. In the rare event of an emergency, the school principal or a district administrator will implement one of the following actions as needed:

- **Evacuation:** All students and staff will exit the building. If the school grounds are not safe, students may be relocated to another site.
- **Shelter In Place\*:** All students and staff will move into the building. Exterior doors and windows will be locked and public access to the school will be temporarily suspended. If a potentially hazardous substance has been released into the environment, ventilation systems will be temporarily disabled to keep out contaminants.
- **Lockdown\*:** All students and staff will secure their areas by locking doors and windows. Public access to the school will be temporarily suspended.
- **Severe Weather Shelter:** All students and staff will be moved to designated shelter areas within the building. If severe weather strikes during dismissal, buses may be delayed.

\*During a shelter in place or lock-down, building access will be restricted to the public, including parents. Once the emergency response action has been lifted, you will be allowed to enter the building.

### FIRE DRILLS

According to Indiana State Law, schools must have fire drills. It is therefore important that students follow the fire drill guidelines each time the alarm is sounded.

The guidelines are:

1. Leave the building immediately according to the directions posted in your area. Stay with your teacher and class. Students should exit the building quietly.
2. Once out of the building, remain 100' from the building until the all-clear signal is given.
3. If the alarm rings during lunch time, leave the cafeteria immediately, leave the trays on the tables. When you return to the cafeteria, finish your lunch and bus your tray.

## **RISK MANAGEMENT (continued)**

### **FOOD AND BEVERAGE ITEMS**

State Health Department guidelines do not allow students to share home baked/prepared food items or beverages with other students at school. Please be aware that some individuals may have food allergies. Beverages, food, and candy are allowed in the cafeteria only. Food from outside vendors will not be allowed during the lunch day.

### **HALLS**

Injury can result when students run, push, shove, play fight, horse play, or trip other students in the halls or on the steps. Appropriate behavior is expected while students are in the hallways at all times. It is important that students walk slowly and follow the traffic patterns of the halls, as well as follow the stairwell directional pattern. Keep hands, feet, and objects to yourself. Students must have a pass while in the halls during class.

### **INDOOR AIR QUALITY**

The district has established Indoor Air Quality (IAQ) Management procedures for maintaining good air quality in our building. The plan includes a mechanism for reporting concerns that may be related to air quality. Building staff will conduct an initial investigation. If the problem remains unresolved, the district Risk Management Department will follow up and perform testing as needed.

Because of potential health implications for our students with allergies and asthma, animals are not allowed in school without permission from the principal. We need to make sure that no students in the affected area will be negatively impacted by the animals first. Certified therapy dogs will be permitted no more than three days per week.

### **PESTICIDE APPLICATION NOTICE**

An Indiana state law requires schools to inform parents and guardians if they apply certain pesticides on school property. The purpose of this rule (357 IAC 1-16) is to minimize the potential for pesticide exposure to students at schools by ensuring that:

- (1) pesticides are used only by:
  - (A) a certified applicator; or
  - (B) an individual operating under the direct supervision of the certified applicator.
- (2) pesticides are not used when students are in the pesticide application area;
- (3) pesticides are stored in locked storage areas;
- (4) except for immediate health threat situations, school corporations provide advance notice of pesticide applications to school parents, guardians, and staff on a notification registry;
- (5) school corporations keep records of pesticide applications; and
- (6) pesticides with lowest hazards to children are used whenever practical and effective.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents/guardians at each school office. Parents/guardians may also receive, upon request, prior notice for pesticide applications made on days other than those specified in the estimated schedule. State law also requires that parents/guardians be told the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If you have any questions regarding pesticide applications contact your child's school or please stop by the school office.

### **SCHOOL SAFETY DRILLS**

Each middle school will conduct lock down drills, fire evacuation, and severe weather safety drills during the school year.

### **SCHOOL SAFETY**

School needs to be safe, orderly, and conducive to teaching and learning. School is a public place and all the laws, social norms, and common-sense rules of public behavior apply on school property.

OTLJAMS takes a decisive stand on aggressive behavior and on the possession, storage, transmission and/or use of weapons or look-alike weapons. School administration may recommend expulsion if a student is involved with a weapon or lookalike weapon.

Any student observing a dangerous, harmful, threatening, suspicious, or frightening situation should report it to an adult immediately. We are all responsible for a safe and orderly school.

### **TORNADOES**

In the event of a tornado warning while school is in session, all students will stay at the school until the all-clear is given.

### **TOBACCO FREE SCHOOL**

The district prohibits the manufacture, distribution, dispensing, transfer, possession or use of any defined prohibited drug while on school property, in school vehicles, or while accompanying students on school affiliated activities.

The use of alcohol and/or tobacco including e-cigarettes is prohibited for all persons within all school buildings, in school or contracted vehicles, or on school grounds during all hours of every calendar day. The prohibition applies to all students and adults.

These policies apply at all times at any school-sponsored event, on or off campus while students are under staff supervision.

### **WELLNESS**

This is a required policy according to Federal Public Law 108-265 (2004) § 204. Nutrition education and physical education are important components of the educational process, and good health fosters student attendance and learning. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity. The school district encourages the involvement of students, parents, and staff in implementing, monitoring, and reviewing school district nutrition and physical activity policies. Students need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive. All students in grades PK-8 will have opportunities, support, and encouragement to be physically active on a regular basis.

# POLICIES

## DISTRICT POLICIES

The Board of Education decides the policies or “laws” by which the district is governed. The policies, procedures, and guidelines are available to parents and scholars upon request in the school office or school website. Policies of particular interest to the middle school age include:

### BULLYING PROHIBITION

The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence and other similar behavior.

A safe and civil environment is needed for scholars to learn and attain high academic standards and to ensure a healthy school climate. Bullying, like other violent or disruptive behavior is conduct that interferes with scholars’ ability to learn and teachers’ ability to educate scholars in a safe environment. It is the school district’s intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. In compliance with IN P.L. 285-2013 – Bullying Prohibition Policy, the district prohibits any act of bullying by an individual scholar or group of scholars. It will be a violation for any scholar, employee, or agent of the district to bully a scholar, employee, or agent of the district through conduct or communication in person or through **misuse of technology (cyber-bullying)** of a bullying/intimidating nature. It will also be a violation for any scholar, employee, or agent of the district to engage in bullying conduct at any time or place that interferes with or obstructs the mission or operations of the school district by affecting the safety or welfare of the scholar, other scholars, or employees. This policy applies not only to scholars who directly engage in an act of bullying, but also to scholars who, by their indirect behavior, condone or support another scholar’s act of bullying.

### CHILD ABUSE POLICY:

In accordance with Indiana state law, it is the responsibility of Timothy L. Johnson Academy Middle School to provide a safe, supportive, and responsive school environment for all scholars. The TLJAMS School Board believes that all scholars have the right to be protected from abuse and neglect. The board thus acknowledges the necessity of this policy to ensure school personnel are able to recognize and report suspected cases of abuse and neglect.

Under Indiana law, any individual who has a reason to believe a child is a victim of abuse and neglect has the duty to make a report; thus, everyone in Indiana is considered a mandated reporter. School professionals are required to immediately make a report to the Department of Child Services (DCS) or the local law enforcement agency. After making the report, the school staff person must notify the individual in charge of the school (Dawn Starks) or designee (Dr. Brad Yoder) that the report was made.

## TRANSPORTATION POLICY:

The safety and comfort of all scholars is of primary importance.

### STUDENT RIDERSHIP GUIDELINES



1. Take a seat promptly - move to window seat when possible.
2. Remain seated while on the bus.
3. Keep aisles clear of legs, instruments, and/or other objects.
4. Talk quietly so that you do not bother others or distract the bus driver.
5. Do not tamper with safety or bus equipment.
6. Students are required to sit in their assigned seat.
7. Follow instructions of the driver.

Listed below are types of behavior included but not limited to those identified as unacceptable for bus ridership:

- Damaging bus property
- Abusive language
- Injury to others
- Unsafe behavior
- Excessive noise
- Disobeying the driver
- Use/possession of weapon or look-alike device
- Use/possession of tobacco or chemicals
- Throwing objects inside or out of the bus

Any scholar who jeopardizes the safety and comfort of other bus scholars can lose the privilege of school bus transportation. Building may set up a conference with the scholar or parents. Parents may be notified by phone, in person, or in writing. A pattern of minor infractions or a single major infraction of rules may result in suspension of bus-riding privileges. Other school consequences may also apply. It is essential to enforce the rules your child’s safety and comfort. Scholars are not allowed to make irregular changes in pickup or delivery stops such as to go home on the bus with a friend or for work, club, party, or social events. Questions regarding this policy should be directed to the Transportation Department at (260) 543 – 4077 in advance. School building officials cannot give permission to change buses.

Musical instruments are permitted on the bus as long as the scholars can hold them on their laps. If the instrument is so large that it can’t be kept by the scholar, other provisions must be made to transport it. Skis, skateboards, breakable glass objects, unprotected skates or roller blades, fishing poles, and animals/pets are not allowed. Parents or guardians are responsible for reinforcing safe bus riding behavior with their scholar. Scholars may be videotaped on buses to maximize safety.

### EQUAL OPPORTUNITY POLICY:

In compliance with current state and federal statutes and regulations, and in recognition of its obligations to provide equal opportunity for education and employment for all persons within its jurisdiction, affirms that it will not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, gender identity, age, marital or parental status, status with regard to public assistance or disability.

# STUDENT RECORDS AND YOUR RIGHTS

**School Board Policy -- Protection and Privacy of Education Records:** outlines the collection, security, storage, and release of student information as required by State and Federal laws. The school district must obtain and use information about each student to plan the best education program and ensure the rights of each student and parent/guardian to privacy. Therefore, access to information by third parties is controlled.

**Scholar Data:** Scholar data is classified as public, private, or confidential.

**Directory Information:** Directory information is public data that may be disclosed in the form of class lists or other lists. Directory information does not include any personally identifiable information. School Board Policy designates the following student data as directory information:

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

**Denial of Release of Directory Information:** A parent/guardian of a student or an eligible student may object to the designation of the above information as directory information and may notify the building leader in writing. Designation of directory information to private is in effect for one year or until modified, whichever comes first.

Requests for directory information are made in writing to the Coordinator of Information Systems, 4625 Werling Drive, Fort Wayne, IN. 46806

**Private Data:** In general, all documents and verbal student information is private data and cannot be released by school district employees to the public. "Members of the public" include most school district employees, and students and their parents who are not the subject of the data.

**Accessing:** A student or parent may gain access to his/her own private data, but there are exceptions. School district employees may gain access to this data if they have a legitimate educational interest in the information, or the information will provide effective, educational-related services to the student or parent.

**Collecting and using:** The school district employee must inform the student or parent of the purpose, intended use, obligation to provide or consequences of failing to provide the data, and to whom the information may be disclosed. This requirement is met by providing a Due Process Notice to the student and/or parent.

**Storing:** Private data must be maintained in a secure manner. District employees who have private educational data must take precautions to ensure that the data are inaccessible to anyone who does not have authority to access it.

**Sharing:** Limited instances when private information may be released include sharing oral information and written documentation. If you receive a request to release private educational data, go to your principal or administrator for assistance in compliance with the law and school board policy. Employees who violate this policy may be subject to discipline—including termination and civil/criminal penalties.

**Confidential Data:** Confidential data is data which state statute or federal law has declared not public and not accessible to the student and/or his/her parent/guardian. This includes, but is not limited to:

- reports of child abuse and neglect
- individual student data received from outside agencies which the agency has classified as confidential and is classified as confidential by State statute or Federal law; and
- chemical abuse data collected by a licensed alcohol and drug counselor.

**Storage of Student Records:** Student records are kept secure in the school in which the student is attending. Records are kept in locked file drawers or secure computer systems except when used by employees of the District whose work assignments require access to the records. Records of students who withdraw or graduate will be kept at the school of attendance for one year.

**Transfer of Student Records:** When a student moves from one school to another within the District, the entire record will be checked for completeness and then be forwarded to the student's new school. When a student withdraws to enroll in another school district copies of the student's records, including records of disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information and, if applicable, data regarding a student's history of violent behavior will be forwarded to the student's new school. Written permission of the parent/guardian is not necessary in the transfer of records to a school in which the student intends to enroll. Parent/guardian may request a copy of the records transferred and may challenge the content of the transferred records.

Questions concerning student records should be directed to the District Compliance officer, at (260) 441-8727.

**Statement of Rights:** Parents/guardians and eligible students have the following rights under the Family Educational Rights and Privacy Act, (FERPA).

1. Inspect and review the student's records;
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and its regulations authorize disclosure without consent; and;
4. File with the U.S. Department of Education a complaint concerning alleged failures by the educational agency or institution to comply with the requirements of FERPA.

All rights and protections given parents/guardians under the above statutes, regulations, and District policy transfer to the student when the student becomes an eligible student.

# Timothy L Johnson Academy

## Middle School RETENTION GUIDELINES

The staff at your scholar's school is dedicated to the total and continuous development of each and every scholar; therefore, if a scholar fails to satisfactorily complete specified curricular areas, he/she may be required to repeat courses in the areas of deficiency to insure future academic success. Furthermore, the staff recognizes the individual needs and differences of special education and Section 504 students and the modified curriculum and grading procedures mandated for those scholars identified in their individualized plans.

### MIDDLE SCHOOL 6th, 7th & 8th GRADE RETENTION GUIDELINES

Repeating of a single core class (math, science, English, and/or social studies) is determined as follows:

- Full year students in the district: Fail 4 quarters of any core subject
- Partial year scholars: Fail 2 out of 2 semesters of any core subject

Options for making up failed courses in science, English, or social studies:

- Repeat 1 semester in the area(s) of failure during the next school year.
- Pass an appropriate summer school class (at own expense); prior approval must be obtained from a building leader or counselor.

Options for making up a failed math course:

Due to the sequential nature of mathematics, a scholar who fails a math course will need to complete an appropriate math course to advance to the next math level.

- Failure of Math 6: repeat Math 6
- Failure of Math 7: repeat Math 7
- Failure of Math 8: repeat Math 8
- Pass an appropriate summer school class (at own expense); prior approval must be obtained from a building principal or counselor.

### REPEAT ENTIRE YEAR

**If a scholar fails three or more of his/her core academic areas (English, math, social studies, science) for two or more semesters, the school reserves the right to require the student to repeat the entire grade level. The building leader, upon consultation with counselor(s), teacher(s), parent(s)/guardian(s), and the scholar, retains the right to promote/pass a student who in his/her opinion would not benefit from retention.**

# SEXUAL HARASSMENT & VIOLENCE POLICIES & PROCEDURES

## REPORTING PROCEDURES

TLJAMS prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

It will be a violation for any student, employee or agent of the district to harass, threaten to inflict or attempt to inflict violence through conduct or communication upon any student, employee, or agent of the district on any of the bases listed above.

### DEFINITIONS

#### Sexual Harassment and Violence

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other physical or verbal conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education;
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive educational environment.

Sexual violence is a physical act of aggression or assault upon another person that includes a sexual act or sexual purpose.

**Sexual orientation:** having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

#### Religious/Racial Harassment and Violence

Religious/racial harassment consists of physical or verbal conduct or communication which is related to an individual's religion/race when the conduct:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
- Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- Otherwise adversely affects an individual's employment or academic opportunities.

Religious/racial violence is a physical act of aggression or assault upon another person because of, or in a manner reasonably related to, religion/race.

### Employees

Victims of alleged harassment or violence and third persons with knowledge of such conduct will report the alleged act immediately to district officials, as designated herein. Nothing in this policy will prevent any person from reporting harassment or violence based on a protected classification directly to the human resources executive director. In the case of an emergency, employees should call for assistance.

- Building level: The School Leader is responsible for receiving reports of harassment or violence.
- Upon receiving any such report, the school leader head must notify the human resources executive director as soon as possible, but in no event later than 72 hours after receipt of the report. The report must be forwarded without screening or investigation.

Submission of a good faith complaint or report of harassment or violence will not affect the individual's future employment, grades, or work assignments. The district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the obligation to investigate, to take appropriate disciplinary action, and to conform to any discovery or disclosure obligations.

### Scholars

School employees who witness harassment or violence directed at a scholars **should** take appropriate action safely and report the incident to the building's site leader. In case of an emergency, employees should call for assistance.

Victims of alleged harassment or violence or third persons with knowledge of such conduct will report the alleged act immediately to the school leader.

Submission of a good faith complaint or report of harassment or violence will not affect scholars' grades. The district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the obligation to investigate, take appropriate disciplinary action, and conform to any discovery or disclosure obligations.

## **HARASSMENT AND VIOLENCE POLICIES (continued)**

Sexual harassment or violence perpetrated against a minor will be considered sexual abuse and will be reported as directed in IC 20-19-3-11 Mandated Reporting of Child Neglect or Physical or Sexual Abuse and required by IC 31-33-5. Nothing in these policies will prohibit Timothy L Johnson Academy Middle School from taking immediate action to protect victims of alleged sexual abuse.

### **INVESTIGATION AND DISTRICT ACTION**

#### **Scholars**

Complaints of a sexual, religious, or racial harassment or violence perpetrated by a scholar shall be investigated by the building administration. Disciplinary action will be taken. Complaints of sexual harassment or sexual violence perpetrated by an employee or agent of the school against a student must be reported and investigated as directed by applicable law.

#### **Employees**

By the authority of the School Board, the Civil Rights Coordinator, upon receiving any report alleging sexual, religious, or racial harassment or violence, will conduct or authorize an investigation. In determining whether alleged conduct constitutes a violation of this policy the District should consider all the facts and surrounding circumstances of the allegation. During the investigation, the District may take appropriate action, at its discretion, to protect any person involved. The Civil Rights Coordinator will submit a written report to the School Board upon completion of the investigation. Upon receipt of the results of the investigation from the Civil Rights Coordinator, the Superintendent will authorize appropriate action consistent with requirements of applicable state and federal law and District policies.

#### **RETALIATION**

The District will discipline any individual who retaliates against any person who reports, testifies, assists, or participates in any manner in any investigation, proceeding or hearing related to sexual, religious, or racial harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Timothy L Johnson Academy Middle School offers parents/guardians access to Infinite Classroom and Google Classroom, online services, that are easy to access and will enhance teacher/parent communication. Our online services provide parents with the opportunity to go online and find information about their scholar's academic performance, schedule, attendance, account and transportation information. Users are able to view current academic progress reports and unofficial transcripts.

In order to take advantage of Power-school you are invited to pick up registration materials and access key in the office. A parent or legal guardian must present one of the following forms of personal identification: *a valid driver's license; a valid State identification card; or a valid passport*

When you pick up your PowerSchool registration materials, you will be asked to sign and date an **Acceptable Use Policy** before receiving your access key. This access key allows you to setup your Parent account so you can gain access to your scholar's academic information. Once you activate your account, you will have 24-hour access to attendance, current term schedule and academic performance. You will also have access to academic progress reports for your scholar. Due to data privacy, we are unable to mail your secure access key via mail.

### **PowerSchool, Office365, and Google Classroom Learning Platforms**

Scholars have access to Infinite Campus too! Within the first two weeks of the start of the school year, all scholars will be given access to their attendance, schedule, transcript, and grade book information on-line. **Scholars will be expected to periodically review their academic progress via PowerSchool online grading software, accessible from any Internet-connected computer.** This will give our scholars the opportunity to stay on top of their own attendance and classroom assignments.

**It is the responsibility of the scholar to maintain the security of his or her username and password information. Attempts to tamper with other students' accounts will result in discipline following the Timothy L Johnson Academy Middle School Internet Acceptable Use and Safety policy.**

Any and all of the material in this handbook is subject to amendment by the School Administration or the Board of Education at any time.