WELCOME TO KESLING MIDDLE SCHOOL

Persons interested in information concerning accessibility, or who may need assistance attending school events or communicating with Kesling Middle School personnel should contact the principal’s office at 362-7507. The Kesling Student Planner contains important information and regulations that apply to all students at Kesling Middle School. It is the policy of this corporation that no person shall be excluded from participation in the educational programs, activities, instruction, and facilities of the La Porte Community School Corporation or denied the benefits of or otherwise subjected to unlawful discrimination on the basis of age, race, color, religion, sex, national origin, or handicapping condition including limited English proficiency.

All references to the Indiana Code, publications, and/or La Porte Community School Corporation Policy are provided for the guidance or assistance of the parents, students and/or users of this handbook with the understanding that said references may change by action of the Indiana Legislature, school administration or the Board of School Trustees for the La Porte Community School Corporation.

KESLING MIDDLE SCHOOL AT A GLANCE

Kesling Middle School is located at 306 E. 18th St. (Near the corner of 18th and “A” Streets) in the southern portion of La Porte. It is one of two middle schools in the La Porte Community School Corporation. Kesling Middle School is a modern two-story brick and glass structure constructed in 1971. Kesling is comprised of thirty-four academic classrooms as well as rooms for art, industrial technology, foods and nutrition, instrumental, and vocal music. Additional facilities include a large and small gymnasium complete with locker facilities for both boys’ and girls’ athletic teams and a large library/media center housed on the second floor. Additional facilities within the building include a large auditorium and stage, lecture room, cafeteria, bookstore, computer labs, open courtyard, and administrative and counseling offices.

Facilities surrounding the school site include a large well-lit parking lot, soccer fields, football field with bleachers, and a quarter-mile track. To improve the aesthetic value of Kesling, students and staff have been active in outdoor education projects. Through these efforts, windbreaks have been planted, and an outdoor education classroom has been constructed on the north eastern end of the building. Kesling Park, located to the west of the school, has facilities which include a mile-long jogging trail, tobogganing hill, baseball and soccer fields, and tennis and racquetball courts.

KESLING MISSION STATEMENT

The purpose of Kesling Middle School is to provide a sound foundation for all students’ achievement, by utilizing varied learning experiences that emphasize core knowledge, strong basic skills, and exploratory opportunities. Kesling Middle School fosters a climate which supports responsible behavior, a sense of community and parental involvement. The mission statement at Kesling Middle School is “Learn Today to Excel Tomorrow.”

General Information

CALENDAR INFORMATION (SCHOOL YEAR AND EVENTS)

Please visit the La Porte Community School Corporation website for the most current calendar information.

SCHOOL DAY

The student day begins at 7:45 a.m. and concludes at 2:35 p.m.

Morning/After School

When students arrive to school in the morning, they are to stay on the bus unless they are going to eat breakfast or go to the library. Students entering the cafeteria to eat breakfast must purchase a breakfast and stay in this area. Students being dropped off by parents need to be dropped off at the front of the building in the circle drive area of the school. These students may choose to stand at the front of the school, eat breakfast, or go to the library. If a student is going to do work for or with a teacher they must have a pass from that teacher. STUDENTS WILL NOT BE ALLOWED OFF OF BUS OR IN BUILDING FOR ANY OTHER REASON. Students staying after school must be participating or attending an extra-curricular activity, monitored by a teacher, or attending a detention. All other students need to exit the building and leave school grounds. Students being picked up by parents/guardians need to be picked up by 2:35 p.m. at the front of the building.
## APPROXIMATE DAILY SCHEDULE BY GRADE

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<thead>
<tr>
<th>6TH GRADE</th>
<th>7TH GRADE</th>
<th>8TH GRADE</th>
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<td>3rd</td>
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<td>10:46 – 11:16</td>
<td>Lunch</td>
<td>10:36 – 11:26</td>
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<td>4th</td>
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<td>12:05 – 1:01</td>
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<td>7th Arts</td>
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- Times are approximate…Teams will adjust times…Some days will feature a special activity, assembly or guest speaker.
- Occasionally, the TA will meet for an extended time…Some days will feature a special activity, assembly or guest speaker.
- Doors open at 7:40 A.M.

## 2 HOUR WEATHER DELAY SCHEDULE

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<th>6TH GRADE</th>
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## SCHOOL CLOSINGS & DELAYS

LISTEN TO FM 96.7 OR AM 1540 FOR CLOSINGS OR DELAYS OR WATCH LOCAL TV NEWS BROADCASTS. A MESSAGE WILL BE SENT VIA AN AUTOMATED SYSTEM ONCE A DECISION HAS BEEN MADE. PLEASE DO NOT CALL THE SCHOOL FOR THIS INFORMATION.

## OPPORTUNITIES FOR PARENTS/VOLUNTEERS

Kesling Middle School has an active PTSA that meets monthly. Parents are welcome and encouraged to attend the meetings. Membership dues help us to belong to the state PTSA and to support legislation that promotes the welfare of students. Parents do not need to belong to PTSA to volunteer at school.

PTSA participates in the following programs: open house, honor roll ice cream, parent/teacher conferences, staff recognition, and 5th/6th grade fun night.
Parents may visit a classroom or have lunch with their child, but a current criminal background check must be on file with the school corporation and be approved by the principal.

VISITORS
Visitors are always welcome at Kesling. Upon arrival visitors must report to the principal’s office and follow the sign in procedures in the office including providing a license to office personnel.

SKYWARD PARENT/STUDENT ACCESS
The Skyward Parent/Student Access program enables parents/guardians to access their student’s academic progress online. From any Internet connected device, parents are able to activate a secure personalized account which will give them access to their child’s assignments, grades, attendance, discipline, standardized test scores, progress reports, and emergency information. This program is designed to help communicate information to parents about what is happening with their child at school. Parent/guardian needing to establish an account should contact Kesling’s guidance department for the activation form request.

GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
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<tbody>
<tr>
<td>A+</td>
<td>98% - 100%</td>
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<td>A</td>
<td>92% - 97%</td>
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<td>A-</td>
<td>90% - 91%</td>
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<td>62% - 67%</td>
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<td>D-</td>
<td>60% - 61%</td>
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<tr>
<td>F</td>
<td>0% - 59%</td>
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HONOR ROLL
Kesling Middle School has two honor rolls. Honor rolls are determined each nine week grading period. These two honor rolls are as follows:

PRINCIPAL’S HONOR ROLL    All A’s
HONOR ROLL                3.0 GPA

ACTIVITIES, CLUBS AND ATHLETICS
Everyone is encouraged to participate in one or more of the activities, clubs and athletics which are offered for Kesling Middle School students in good academic standing. Meeting dates and times are announced during morning announcements. Below is a list of some of the activities and athletics available:

American Math League   Calculator Math   Future Problem Solving
Indiana Math League    Knowledge Masters  Midwest Talent Search
Name That Book         National Geography Bee PTA Reflections
Spell Bowl             Spelling Bees       Math Counts
Super Bowl (English, Math, Science, Social Studies) Student Council
Art Club               Dare Club          Jazz Bands
Yearbook               Show Choir         Newspaper
Mind Benders            Book of the Month Club Lego Club
Young Authors          WKMS               Chess Club

GIRLS ATHLETICS: Basketball, Cross Country, Soccer, Tennis, Track, Volleyball, and Pom’s
**BOYS ATHLETICS:** Basketball, Cross Country, Football, Soccer, Tennis, Track and Wrestling

**TEXTBOOKS**
Textbooks are loaned to students. The books are recorded by a serial number and the same book must be returned. If a student takes good care of his/her books, no additional charges will be assessed. If a student loses, damages, or defaces a book, additional charges will be assessed for repair and/or replacement cost.

**TEXTBOOK RENTAL FEES**
A book rental system is used at Kesling Middle School. A rental fee is assessed at the beginning of each school year for books and general supplies. Book rental should be paid at the beginning of each semester or for the year at the beginning of the year in the principal’s office. It is the parent/guardians responsibility to pay for textbook, workbook and other rental fees. Any unpaid balance remaining after the end of the school year will be turned over for outside collection and is subject to additional fees and legal expenses. These costs will increase the balance due.

**STUDENT EMERGENCY INFORMATION**
Parents can update student emergency information online via Skyward Parent/Student Access. Parents should review phone numbers, address, and emergency contacts via Parent Access to make sure they are current. If parents do not yet have a Parent Access account, please contact your school’s office to request the paperwork that is needed to set up a Parent Access account.

**INTERNET GUIDELINES / COMPUTER USAGE**
An internet usage form must be completed and returned to the designated adult prior to using the internet. Inappropriate use of internet or computer equipment may result in loss of privileges for a determined amount of time, loss of grade/classroom credit, restitution, and disciplinary consequences.

**ACCIDENT & INJURY REPORT / SCHOOL INSURANCE**
All injuries should be reported to the principal’s office immediately and the injured person should report to the nurse’s office, if possible. An accident insurance policy is available for students wish to purchase the coverage. Coverage is provided for accidents occurring at school, to and from school, and at all school-sponsored activities. Students who are participating in athletics must have insurance. The insurance becomes effective when the premium is paid and remains in effect throughout the school year. Full time coverage is available for a higher premium.

**EMERGENCY DRILLS**
The school will regularly hold emergency drills in order to prepare for extreme possibilities. Students must listen to and follow all directives during drills. There will be no tolerance for misbehavior during drills due to the importance of school safety.

**FUNDRAISING/UNAUTHORIZED SALES**
All sales of goods on school grounds must be approved by the principal.

**BOOK BAGS/CINCH PACKS**
Book bags, cinch packs, and other large bags are to be used to transport books and materials to and from school. Students are not allowed to carry their book bag/cinch packs during the school day.
LOCKERS
All lockers available for student use on the school premises are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school. Lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. Students are not to share lockers with other students. It is the students’ responsibility for the security of their locker, which includes PE lockers. Disciplinary action may occur if students are not following these guidelines.

DISTRIBUTION AND/OR DISPLAY OF MATERIAL
Distribution and/or display of any materials, including signs and posters must have the approval of the building principal prior to distribution and/or display.

KESLING MIDDLE SCHOOL FUN NIGHTS
Fun Nights are held approximately once each month. The proceeds are used as fundraisers for various clubs and activities for students. These are open ONLY to students in good standing at Kesling Middle School. The eligibility criteria for attendance at Fun Nights will be given to students at the beginning of the year and may change as the year progresses. The Fun Nights are held after school from 2:45 p.m. to 4:45 p.m. For early dismissal from Fun Night, we ask parents to come in and sign out students prior to the general dismissal time. Proper school attire and behavior are expected. Students may purchase refreshments and/or pay extra for certain games and events.

PLEASE NOTE: The school encourages students to participate in activities and athletics, but they are not allowed to wait around the school in unsupervised fashion prior to an activity. While students participate at an after school event all school rules apply and the code of conduct will be enforced. Parents are asked to be prompt in picking up students from meetings, games, and Fun Nights. We ask that all students are picked up within fifteen minutes after the completion of an event. Furthermore, students may be asked not to attend events as a consequence resulting from a disciplinary action taken by the school.

8TH GRADE DANCE
Eighth grade students are given the opportunity to participate in an eighth grade only dance here at Kesling. The eligibility criteria for attendance at the Eighth Grade Dance will be given to students at least six weeks prior to dance and publicized. Students must be in attendance in every class the day of the dance.

CAMP TECUMPSEH
Seventh grade students are given the opportunity to participate in a three-day leadership program at Camp Tecumseh. The trip is a three-day/two-night program designed to develop leadership ability, communication skills, and confidence. The trip takes place in the spring and students have to do three things to participate: Attend school, stay out of trouble, and hand in their work. A point system is in place to help identify camp participants.

STUDENT SERVICES

BOOKSTORE AND STUDENT SUPPLIES
Students may purchase supplies for class from the bookstore during TA. The bookstore is located in the cafeteria.

LIBRARY AND MEDIA CENTER
The Kesling Media Center is open from 7:00 a.m. to 3:45 p.m. on most school days. Students using the library are expected to have a pass to enter the library during regular school hours. Students using the library after school do not need a pass,
but they are expected to remain in the library. Materials available include books, periodicals, video cassettes, and other audio-visual materials. Titles for these materials appear in the computerized card catalogue. Copies can be purchased for 10 cents each; lamination costs 15 cents/foot.

**MEDIA CENTER GUIDELINES**

1. An internet usage form must be completed and returned to the designated adult prior to using the internet. Students failing to follow the established rules and guidelines on the usage form may face disciplinary action. This may include Corrective Measures and Interventions or loss of computer usage.

2. Bring needed supplies with you to the library.

3. Return borrowed materials on time.

4. Treat books with proper care.

5. Follow directions and work quietly.

6. NO FOOD, GUM, or BEVERAGES are allowed.

**GUIDANCE SERVICES / EDUCATIONAL AND CAREER SERVICES**

There are two counselors at Kesling Middle School. Kesling Middle School provides a comprehensive developmental counseling and guidance program which offers a variety of services for students and parents. These services include:

**Personal Counseling:** Counselors provide help for personal problems including the following: Home / family / Grades / class work/teachers / Emotions / feelings / Getting along with others / Lack of self-confidence / Adjustment to Kesling Middle School / Involvement with drugs / alcohol / anything a student needs to talk with someone about.

**Conflict Mediation:** Students are given opportunities to resolve conflicts through a mediation process with counselors. The purpose of this program is to prevent violence and teach students the skills needed to resolve conflicts peacefully.

**Tutoring:** Help is provided for students who would like assistance with their school work. Tutoring services can be requested by students or parents by contacting a counselor.

**Support Groups:** These involve a small number of students with a common concern meeting on a regular basis with trained personnel. Students may be referred by self, school, staff, peers, parents or community sources. Meetings are held during the school day and participation is voluntary. A variety of groups are offered throughout the school year and may include divorce, loss, grief, general life stresses, self-esteem, relaxation or chemical use. Other groups may develop as needs arise.

**High School Scheduling:** Eighth grade students will start planning their high school schedules in February. Students and parents are given the opportunity to attend a presentation given by the high school Guidance Director. This presentation includes information on graduation requirements, appropriate course selections, etc. At a later date, each student will meet with a counselor to plan his / her freshman schedule.

**Interpretation of Test Results:** This aids the student and parent in evaluating at what level the student is functioning academically.

**Providing Career Information:** This helps the student set goals and gain direction for their life.

**LOST & FOUND**

Lost & Found is located in the guidance office. Students who find lost articles are asked to bring the lost article to the guidance office. Students should check frequently for articles of clothing or books.

**CONCESSION MACHINES / SODA**

Concession machines may be used after school. No soda is allowed at Kesling Middle School unless permitted for a special event, at Fun Nights or at athletic events.
BROKFAST AND LUNCH PROGRAMS

Students have the choices to purchase a full lunch or choose from an a la carte menu. Free and reduced priced breakfasts and lunches are also available. Applications may be obtained from the office. Breakfast is served daily starting at 7:20, UNLESS THERE IS A SCHOOL DELAY...THERE IS NO BREAKFAST SERVED ON DELAY DAYS. Students will use ID number when purchasing breakfast or lunch. Parents or students will be able to put money into an account to purchase a meal. Students are to enter the cafeteria in an orderly manner and remain seated at all times, unless dismissed by a supervisor. Seats selected will be on a permanent basis. STUDENTS MUST PURCHASE FOOD IN THE CAFETERIA IF PRESENT DURING BREAKFAST. ALL SCHOOL RULES APPLY.

STUDENT HEALTH SERVICES

Any student needing to see the nurse may come to the health room/counselor’s office ONLY after obtaining a pass. If a student becomes ill or is injured at school, the teacher should be informed and the student should go to the office. If a student becomes ill enough to be sent home, a school official will make every effort to contact the proper person. For this reason, it is EXTREMELY IMPORTANT that the nurse has up-to-date medical information on the student’s Emergency Form. These forms are sent home at the beginning of each school year or given to new students at the time of their enrollments. Students cannot be sent home unless someone can be contacted to pick them up. ALL MEDICATIONS MUST BE KEPT AND DISPENSED AT SCHOOL WITH PROPER PERMISSION FORMS. Please contact the counselor’s office in regards to medications and the district policy. Not following district guidelines could result in disciplinary action.

STUDENT ILLNESS

If your child complains of illness or is ill at home before school starts, please check for fever, rash, or valid problems and do not send him/her to school. Sending sick children to school exposes other children and school employees to their illness. This could cause others to become ill and miss school days. It could also possibly start or perpetuate an epidemic such as in the instance of flu or any contagious diseases.

When in school, the criteria used to send an ill student home is: (one or more of the following)

1. Vomiting.
2. Temperature is abnormal: below 97°F or above 100°F.
3. An undiagnosed rash or skin eruption.
4. Very enlarged tonsils, sore throat.
5. Enlarged glands in neck, under arms, or groin.
6. Normal temperature but skin color is pale, skin is cool and moist, dizziness, nausea, chills. (one or combination of several.)
7. An injury. (Needs attention of a physician, causes pain with movement or weight bearing, or treatment the school is unable to administer.)
8. Nurse will warn school if there is an outbreak of illness.

The school staff asks for your cooperation. Good health and happiness generate a good school atmosphere and promote school success. When students feel ill, they are required to follow the procedures for determining illness. Students are not to notify parents/guardians to pick them up from school.

NOTE: If a student is excluded during the school day by a school official for health reasons, the remainder of the day does not count as an absence as long as homework is acquired.

MEDICATION

State law and School Board policy requires that medications must be accompanied by a prescription from the child’s physician and parental authorization. In the case of nonprescription drugs, preparations or remedies, a written parental authorization must be on file prior to administration. Students found to be in possession of medication(s) while at school or while involved in school activities will be considered to be in violation of controlled substance rules and regulations. School consequences will be enforced.
STUDENT HALLWAY PASSES
Students in the hallway during class time must be in possession of a teacher pass or their School Planner and have the student passport signed by a teacher. Students cannot use another student’s planner in order to have access to hallway passes.

TELEPHONES
Telephones in the principal’s office and guidance office are to be used ONLY in case of emergency or school-related business. STUDENTS MAY ONLY USE THE PHONE IN THE GUIDANCE OFFICE BEFORE SCHOOL, DURING LUNCH, OR AFTER SCHOOL, PROVIDED THEY HAVE A PASS FROM A STAFF MEMBER REQUESTING THAT THE STUDENT BE ALLOWED TO USE THE TELEPHONE.

TRESPASS
Any student or adult on school property without permission or justifiable reason is prohibited. Students are expected to observe and respect the rights of property owners while traveling to and from school.

VALUABLES
It is strongly suggested that students do not bring large amounts of money or valuables to school. Students should not leave money, electronic devices, rings, purses, or articles of value in their lockers or classrooms. Students are strongly advised to refrain from borrowing or lending any personal items. The school will not become involved in disputes related to borrowing or lending incidents and is not responsible for lost or stolen items.

STUDENT ATTENDANCE
Middle School Student Attendance
EVERY DAY, EVERY STUDENT, ALL DAY

STUDENT ABSENCES:
Middle school students are being prepared to be successful not only for their current grade levels but also for a successful transition into high school. Therefore, student attendance rules are created to increase student accountability and secure parental supervision and support.

INDIANA STUDENT ATTENDANCE DEFINITIONS
Satisfactory student attendance per the Indiana Department of Education is defined as 9 or less school absences for any reason for the school year. This equates to a 95% student attendance rate.

Chronic absenteeism is defined as missing 10% or more of the school year.

Habitual truancy is defined as 10 or more unexcused absences for the school year.

STUDENT ATTENDANCE CLASSIFICATIONS
Student Absences are documented in one (1) of three (3) classifications:

1) Excused Student Absences:
   • Verified student illness by the parent or guardian of an entire school day or part of the school day.
     o If a student is absent four or more consecutive school days a physician note will be required by building administration upon the student’s return to school.
Parents whose child has a significant chronic medical condition which may result in the student missing 18 or more school days, will be requested to have their child’s pediatrician complete a Certificate of Incapacity within six days of the school’s request for documentation.

- Verified student miscellaneous absence by student’s parent/guardian.
- Attendance at funeral services for an immediate family member (immediate family includes: mother/father, grandmother/grandfather, sister, brother, or any relative living in the student’s immediate household).
  - Student absences due to attendance at a funeral may be considered excused for a non-family member at the discretion of building administration.
- Participation in a school co-curricular activity in which the student is representing the school or school district.
- Observation of a holiday of the student’s religion; advanced notification to building administration prior to student’s absence is required.
- A building administration approved school sponsored activity.
- Approval by building administration of written parent explanation with supporting documentation of a family emergency.
- Out of school suspensions or exclusions for up to ten days per school policy or IN statutes.

2) Unexcused Student Absences:

- An unexcused absence occurs when a student misses an entire school day or part of the school day without an excused or warranted reason.
- An unexcused absence occurs when a parent does not call into the school on the day of the student’s absence or provide the school a written note explaining the reason for their child’s absence upon the student’s return to school. Parents whose work schedule prohibits a timely call to the school of a child’s absence may call and leave a telephone message by 4 p.m. of the next school day.
- An unexcused absence will remain on the student’s record if not resolved with appropriate documentation within 5 school days of the student’s absence.
- Absences for which prior administrative approval has not been granted.
- An unexcused absence occurs when there is an unverified illness or unverified miscellaneous absence or proper documentation has not been submitted within at least five days of the student’s return to school verifying the student’s condition.
- Family vacations in excess of scheduled school holidays are strongly discouraged as it interrupts student learning. The parent must submit at least 2 weeks in advance a completed “Extended Absence Request” form. The student will be encouraged to complete a vacation essay for the assistant principal as well as complete All school coursework provided by the teacher. Coursework must be gathered by the parent prior to the vacation and be completed and submitted upon student’s return to school.

Truancy

A student will be considered truant whenever he/she is absent from school (class or assigned activity), without the permission and/or knowledge of the parent(s)/guardian(s) and/or school officials. A student’s truancy is listed as an unexcused absence. All lost time as a result of truancy will be made up at the discretion of the school officials. A habitual truant is defined by IN Code (20-33-2-11) and LPCSC School Board Policy as:

- A student at least thirteen years of age but less than fifteen years of age;
- A student who is chronically absent by having unexcused absences from school for more than 10 days of school in one school year;
- A student meeting the definition of a habitual truant is not eligible for issuance of a driver’s permit or work permit.
3) **Exemptions** are defined by Indiana state statutes and are applied to the entire school day or any part of the school day. Exemptions are not recorded as a school absence. Examples include:

- Serving as a page in the General Assembly
- Participation in an election or a volunteer of an election day polling site (prior written request to school administration and approval with documentation of student’s participation upon his return to school)
- Subpoena to testify in a court proceeding

**STUDENT TARDIES**

**Tardies to School:**
- Tardies to school are disruptive to the educational setting not only for the tardy student, but also those students in the classroom in which a tardy student enters.
- School begins at 7:45 a.m. each day. Any student arriving after 7:45 a.m. will be considered tardy.
  - Students who arrive at school after classes are in session must report to the office and sign in.
- After a student has been tardy to school on three occasions, the student’s parent(s)/guardian(s) will be notified when or if an additional tardy occurs. A student with 4 or more tardies may receive a disciplinary assignment.
- Parents will be notified should the student’s pattern of tardies to school become excessive. Building administration may choose to:
  - Call a parent conference
  - Assign student disciplinary consequence
  - Place student on a contract

**Tardies to Class:**
- Students should NOT come to the office for a tardy pass during the school day.
- For every fourth tardy to class per semester, teacher/teacher teams will notify designated administrator.
- STUDENTS SHOULD BE IN POSSESSION OF A PASS AND/OR THEIR PLANNERS AT ALL TIMES WHEN NOT IN REGULAR CLASS TO AVOID QUESTIONS OF TRUANCY/TARDINESS.

Tardiness to class after the first period is between the student/teacher. When a student arrives late for a class, the teacher will admit the student to class with penalty.

*SCHOOL ADMINISTRATION RESERVE THE RIGHT TO DETERMINE THE STATUS OF A STUDENT’S ABSENCE OR TARDY.*

**REPORTING OF SCHOOL ABSENCES:**

It is the parent/guardian’s responsibility to notify the school every day your child is absent from school. When it is necessary for a student to be absent from school, a parent/guardian or a responsible adult caretaker must call the school prior to 10:00 a.m. on the day of the student’s absence. If a parent/guardian are unable to phone the school on the day of the student’s absence, a written parent note explaining the reason for the child’s absence must accompany the student upon his/her return to school. Parents must provide the following information either by phone or written form:

- Name of parent/guardian or responsible adult caretaker calling school
- Name of student
- Grade level of student
- Reason(s) for student’s absence
- Date(s) of Student’s absence(s)

Failure to call the school on date of student’s absence or provide the above information in a written note on the day of the student’s return to school will be documented as an unexcused absence. Failure to comply with stated reporting procedures will be documented as an unexcused absence. A student’s unexcused absences will not be changed without supporting documentation. Supporting documentation will be accepted up to 5 school days after the student’s return to school. All student absences (excused or unexcused) are reported to Indiana Department of Education per state guidelines.
LEAVING SCHOOL PRIOR TO SCHOOL DISMISSAL

Students who leave school prior to the established dismissal time of the school shall be recorded as absent from class. This will include students who:

- Leave for part of the day and return; time will denote class periods missed
- Students who leave at the end of the day but before the established dismissal time

MEDICAL APPOINTMENTS

Parents are strongly encouraged to make health care appointments outside of regular school hours. In the case that medical appointments cannot be made after school hours, parents are asked to make either early morning or late day appointments for their child. A medical appointment resulting in missing a full day of school should be an exception.

- Parents must call or send a note to the school office prior to 10:00 a.m. on the day of the appointment stating the date, time and place of the appointment.
- Upon student’s return to school, documentation of the place/date/time and signature of healthcare provider of the appointment is required.
- Parents are expected to come to the principal’s office and pick up their child. When returning to school, parents are to return their child to the principal’s office.
- The child will be issued a pass to return to class.
- Students must make arrangements with the teacher for any missed work during the appointment times.
- If it is necessary for a student to be excused from a classroom activity for medical reasons, the student should have a parent signed request to give to office. If the request is for an extended time, the student will need a physician’s statement or note. Students who are unable to participate in the regular activity may be requested to complete another reasonable alternative educational assignment or make-up the missed activity at the teacher’s discretion.

PARENT NOTIFICATION OF STUDENT ABSENCES

It is the responsibility of all parents/guardians to keep the school updated with any changes in:

- Home address
- Mailing address
- Phone numbers
- Email address
- Emergency contact information.

Parents are reminded to

- Set up their phone mailboxes to allow for school notifications
- Monitor their phones capability to receive messages

If the school is unable to reach the parent or guardian by any of the above means, the school is not held accountable if parent notification of child’s accumulating absences is unsuccessful. However, parents are still responsible for their child’s school attendance. Parents may also keep abreast of their child’s school attendance (grades, behavior, etc.) through accessing your child’s school’s website and follow the “family access” link or by contacting their child’s teacher.

Parents may request a Student Attendance Calendar to track their child’s school attendance.
STUDENT ATTENDANCE POLICY PROCEDURES

The school attendance policy is two-fold. The first part is a system of rewards and recognitions.

Perfect attendance for the school year will include students who have not missed school for any reason. Perfect attendance for the quarter/semester will include students who have not missed school for any reason – exception is made for students who have missed school for a medical appointment.

Improved Student Attendance Recognition will include students who have shown notable increase in the consistency of their attendance for the quarter/semester as determined by building administration.

The second part of the system is a series of consequences designed to rectify a student’s poor school attendance. The progressive points of intervention include one of or any combination of the following:

Parents/guardian will be notified:
- On the day a student is absent from school
- When student absences need parent clarification as to the status of the student absences.
- A grade level team member (teacher) will contact student’s parent/guardian regarding student absences.
- Parents will be notified when the student has accumulated 6 to 7 school absences.
- Teachers or members of the student’s educational “home team” will attempt parent contact when a student’s absence has reached between 6 and 8 absences. (Parents are strongly encouraged to be responsible in using the “family access” link on the school’s website to monitor their child’s school attendance or contact their child’s teacher/school if the family does not have internet connectivity).
- Parent will be notified once the student has accumulated 9 school absences within the school calendar year.
- Parents are reminded any additional school absence places the student in the position of not achieving Indiana Department of Education’s expectation for meeting the 95% student attendance rate.
- Once the student has accumulated 10 to 14 school absences the building principal or his/her designee will choose one of or any combination of the following at his/her discretion:
  - Schedule a parent/student conference
  - Develop a student attendance contract
  - Convene a RTI team meeting
  - Request the parent to provide all medical documentation regarding their child’s school absences and/or request parent to provide a completed Certificate of Incapacity by their child’s physician or healthcare provider (Certificate of Incapacity must be returned within 6 days of request to the building principal).
- Once the student has accumulated 15 or more school absences the school principal will at their discretion make a referral to the District Attendance Officer:

A Parent Notification Variance is at the Discretion of the Student’s Assigned Grade Level Team or Building Administration.

HEAD LICE

The diagnosis of head lice has become an annual problem for students, parents, and school officials. Please note that the established attendance procedures shall apply to a child’s absences/tardies.

MAKE-UP WORK…ASSIGNMENTS AND HOMEWORK
Absences:
Provisions to complete all school work missed due to an absence will be made for absences which have been excused through the procedures or reasons discussed above. The amount of time necessary to complete all make-up work will be left to the discretion of the individual teacher. If make-up work for an excused absence is not complete in subscribed time, the potential for the lowering of the grade may be possible by determination of the teacher and/or building administrator. Provisions for make-up work will be provided for absences which have been determined to be unexcused or occur due to truancy; however, the lowering of the grade may be possible by determination of the teacher and/or building administrator.

Absences – Assignments and Homework:
Students and parents must visit the Kesling teacher web pages for all assignments and homework. Please contact the counselor’s office if you are having troubles accessing such information.

Absences – Suspension:
Provisions can be made for all school work missed due to a suspension from school to be made-up by the student. All homework information is available from the teacher web page accessed through the school web site. All work must be turned in when the student comes back to school or otherwise specified by the teacher. Furthermore, the student must bring their books home with them at the time of the suspension.

Absences – Expulsion:
When an expulsion occurs, the expelled students will not be provided an opportunity to complete any missed school work. The resulting grades for the given semester and/or school year will be determined as failures if the expulsion is upheld by the hearing officer.

Absences - Doctor and Dental Appointments:
PARENTS ARE URGED TO MAKE EVERY EFFORT TO SCHEDULE APPOINTMENTS OUTSIDE THE SCHOOL DAY. Students who have appointments during the day are expected to attend classes during those periods that they are not traveling to and from the appointment. When students have appointments, parents must call or send a note to the guidance office prior to 7:45 a.m. stating the date, time, and place of the appointment. The student will be issued a pass, before the start of the day, excusing them from class at the indicated time. The issued pass should be presented to the teacher at the beginning of the class period in which he/she will be excused. The student should report to the guidance office and inform a secretary that he/she is leaving the building. PARENTS ARE EXPECTED TO COME TO THE PRINCIPAL’S OFFICE AND PICK UP THEIR CHILD. WHEN RETURNING TO SCHOOL, PARENTS ARE TO RETURN THEIR CHILD TO THE PRINCIPAL’S OFFICE. The child will be issued a pass to return to class. Students must make arrangements with the teachers of the classes missed for any missed work during the appointment times.

HOMEWORK POLICY

STUDENT’S ROLE
To complete homework assignments satisfactorily, the student must possess appropriate work-study skills. The following guidelines will enable the student to complete homework assignments successfully:
1. Accept responsibility for knowing and recording in the Planner each class assignment.
2. Clarify concerns about the assignments before leaving class.
3. Take home the materials needed to complete the assignment. Find a suitable location in which to study or work and budget the necessary time to complete the assignment.
4. Check each assignment for accuracy.
5. Make-up assignments due to an absence.
PARENT'S ROLE

Cooperation by parents is a necessary and important factor in meaningful homework experiences. Parents can encourage their children to succeed in school by sharing interests and exhibiting helpful, cooperative and understanding attitudes and assistance toward homework. This can be accomplished by a commitment to the following:

1. Provide a quiet, well-lighted location free from excessive noise and distractions where a student can work.
2. Establish a regular homework time.
3. Communicate with the teacher whenever the child has consistent difficulty with homework assignments.
4. Encourage and support the child’s effort to complete the assignment.
5. Encourage the child to seek help and ask questions of the teacher when in doubt about the assignment.
6. Provide adequate materials and resources such as a dictionary, pen, pencil, paper, and opportunities for transportation to locations such as the library.

Note: Students are required to bring supplies to class including paper, pencils, pens, etc.

STUDENT BEHAVIOR EXPECTATIONS

GENERAL

STUDENTS WHO VIOLATE THE STUDENT BEHAVIOR CODE SUBJECT THEMSELVES TO VARIOUS DISCIPLINARY ACTIONS UP TO/INCLUDING EXPULSION FROM ATTENDING SCHOOL IN THE LA PORTE COMMUNITY SCHOOL CORPORATION FOR A PERIOD OF TIME.

CHEATING

Cheating is a form of stealing and is not considered an acceptable form of student behavior. A student’s work should reflect his/her own abilities. Cheating occurs when a student submits an assignment, text, project, etc. that does not represent original work done by the student. Also, cheating includes allowing another student to copy. When cheating occurs, the teacher may assign a grade of zero for the given assignment and parental contact may be made. Additional consequences will follow any repeated offenses.

EXCESSIVE DISPLAY OF AFFECTION

Students must not engage in display of affection, which include but are not limited to, the following: hand holding, hugging, and kissing.

EXTRACURRICULAR ACTIVITIES

Appropriate conduct in compliance with the established rules and regulations of all La Porte Community Schools shall apply to all extracurricular activities, both on and off school property. This rule applies to both participants and spectators.

CELL PHONES AND CAMERAS

Cell phone usage at school is allowed while a student is moving from class to class, before school, during lunch, and after school. Cell phones must be secured and unseen when students are using the restroom and or locker rooms. Those found in violation of this policy can receive consequences for not following school policy. If a student receives an electronic transmission while using the restroom or locker room, they are required to remove themselves from the restroom or locker room before receiving the communication, or making a call/text. Cameras are not allowed to be used at any time during the school day. This policy includes cameras on cell phones, tablets, or other electronic devices.
SOCIAL NETWORKING CONDUCT THAT DISRUPTS THE EDUCATIONAL PROCESS
La Porte Community Schools recognizes and supports student’s rights of freedom of speech, expression and association, including the use of social networks. In this context, each student must remember that all electronic transmissions are traceable. Any online postings must be consistent with federal and state laws, as well as, school rules and regulations.

Students are responsible for information contained in written or electronic transmission and any information posted on public domain (i.e. Facebook, You Tube, Twitter, etc….). Any student identified on a social networking site which depicts postings that are deemed to be threatening, constitute bullying against other students or school personnel, creates a substantial disruption of the educational environment or is a violation of federal or state laws may be subject to disciplinary action as outlined in the school handbook.

STUDENT BEHAVIOR CORRECTIVE ACTIONS

TIME OUT:
Teachers may send a student to the time out room for the remainder of a class period when the student needs to be removed from the classroom for creating a disruption to the learning environment.

SECLUSION and RESTRAINT:
Every effort will be made to eliminate or minimize the need for the use of seclusion or restraint with a student, including the use of prevention, positive behavior intervention and support, and conflict de-escalation prior to the use of seclusion or restraint, except in the case of an emergency. Seclusion and restraint will be used only as a last resort safety procedure employed after another, less restrictive procedure has been implemented without success; and, when there is an imminent risk of injury to the student, other students, school employees, or visitors to the school. Parents or guardians have access to the plan on seclusion and restraint in the school’s main office.

DETENTIONS:
Detentions can be held before, during or after school. After school grade level/teacher detentions last until 3:10 p.m. Parents will be given twenty-four-hour notice by the teacher when a detention is assigned.

EXTENDED AFTER SCHOOL DETENTION (EASD):
Extended-After-School-Detention is held after school until 4:00 p.m. or 5:15 p.m. and is assigned by an administrator.

IN SCHOOL SUSPENSION (ISS):
ISS is assigned by the school administration. Students report to the ISS room and serve the day or multiple days of isolation from the student body while completing school work.

OUT OF SCHOOL SUSPENSION (OSS)
OSS is assigned by the school administration and can range from 1 to 10 days depending on the severity of the disruptions to the educational learning environment. Students, when serving an out of school suspension are not allowed to set foot on school property or any facility of the La Porte Community School Corporation.

TEEN COURT:
A student may be referred to Teen Court as an alternative to arrest or other disciplinary actions with the consent of the student and parent(s). In addition to Teen Court, the student is also dealt with by school administrators. The decision to refer a student to Teen Court will be made by a school official and/or by a law enforcement officer. A hearing is held and constructive sanctions are determined by a jury of the students’ peers. Teen Court is a program of Youth Service Bureau
Big Brothers Big Sisters of La Porte County. Failure to successfully complete sanctions imposed by Teen Court could result in additional consequences at school, an entry on the student’s permanent record and/or arrest for the offense.

PROJECT EXTENDED DAY:
Project ED is an alternative to out-of-school suspension for middle school students. Its goal is to modify student behavior. The program allows students to remain within their home school, but extends their daily schedules to include a before and after school component.

If a student is referred to Project ED because of discipline problems, the parents and student will be required to appear before a judge on a date and time to be specified. If the referral is granted, the judge will order the parent and student’s participation in this program. Participation requires that the student be present at Kesling starting at 6:30 a.m. During this period, activities and organization for the day occur, including showers. After this early morning segment, the student will attend his/her regular school day.

Please bear in mind the participation in Project ED is a court-ordered sanction. Both student and parents are required to comply. Failure to do so may result in further consequences through the court system for both parents and students. Students who are referred to Project ED will receive complete instructions on the program.

DAY REPORTING PROGRAM:
The Day Reporting Program is a final effort by the school to correct behavior problems of a student. As an alternative to expulsion from school, the school may recommend that a student be placed in the Day Reporting Program up to forty-five school days. The parents and student will be required to appear before a judge on a date and time to be specified. If the referral is granted, the judge will order the parent and student’s participation in this program. The student will attend school at a portable classroom located on the grounds of the Juvenile Services Center. Once a student has successfully completed the requirements of the program, they will be allowed to attend school in the traditional setting on a strict behavior contract. Placement in the Day Reporting Program is a privilege extended to students who would be otherwise be expelled from school.

CAFETERIA RULES / GUIDELINES
Students are required to eat in the cafeteria. Students are to enter the cafeteria in an orderly manner and remain seated at all times unless dismissed by one of the cafeteria supervisors. Students bringing lunches may purchase drinks and other food. All students are allowed to select a seat of their choice at the beginning of the school year but are required to remain at that particular table unless otherwise offered permission to move. Lunchroom Supervisors reserve the right to assign students to different tables to promote positive behavior. If a student is eating breakfast, he / she must remain in the cafeteria until the start of school. The following guidelines will be followed by students when eating in the cafeteria:

1. Respect the cafeteria staff. 
2. Talk quietly and refrain from making loud noises. 
3. No cutting in line. 
4. Take only needed silverware. 
5. Clean your table after eating. 
6. Do not throw anything. 
7. Use good table manners. 
8. Walk—do not run. 
9. Use appropriate language. 
10. Keep hands to self. 
11. Follow established rules for dismissing. 
12. No food is allowed outside the cafeteria. 
13. No stealing. 

BUS CONDUCT / PROCEDURES
The bus driver is in complete charge on their bus and must be obeyed. Appropriate student behavior must occur to avoid any interference which may cause injury or jeopardize the safety of anyone riding the bus. Such interference violates the driver’s established rules of bus conduct and will be handled by drivers and school authorities cooperatively. Riding the school bus is a privilege not a student’s right—per Indiana law. Repeated behavior violations can result in a student’s permanent removal from the bus. Students who request to ride with students on other buses temporarily are expected to
provide bus notes to the assistant principal, one from each parent respectively, for an authorized signature. The note will then be provided to the student to present to the bus driver.

GUM

Students may have gum at school; however, it is at the discretion of the teacher within the individual classroom.

STUDENT DRESS

A student dressing in a manner that is dangerous to the health or safety of students or in a way that interferes with one’s own learning or the learning of other students is unacceptable. This would include the possession of any item which advertises or promotes drugs, alcohol, sex, profanity, obscenity, gangs, or racial, ethnic, and religious intolerance. The school reserves the right to alter student dress when the dress is determined to be unsafe, inappropriate, offensive or disruptive to the learning environment. Simple guidelines for clothing are: The wearing of any type of headdress or hat within the school building is prohibited. Hats worn within the school building will be confiscated and returned at the staff’s discretion. All students are prohibited from wearing or displaying clothing or jewelry that is related to gang activity or membership. Bandannas are prohibited from being worn or displayed while on school property or at school functions. Failure to comply may result in serious penalty. Clothing selection should reflect the modesty of middle school age children.

GUIDELINES:

1. Shirts and Tops: All tops and shirts must be capable of being tucked in. Bare-midriff tops, tank tops, string tops, halter tops, and see through tops are unacceptable. Any shirts worn to school must have sleeves.
2. Dresses and Skirts: Students wearing skirts or dresses (if shorter than knees) to school must have on leggings (not shorts) under the garment.
3. Length of shorts must be longer than the edge of fingertips with arms extended to the side.
4. No tights, yoga pants, workout pants, leggings, or similar fitting pants are permitted unless they are worn under other pants or covered by a permissible skirt or long shirt that covers the backside.
5. Pants with holes: Holes in pants above the knees are not to be worn.
6. Basketball jerseys must be worn with an undershirt. Tops with large arm holes should be worn with an undershirt.
7. Coats or outdoor wear are not permitted in the classrooms and should remain in locker until dismissal.
8. No jewelry or chains that could be used as a weapon or depicts a weapon are allowed.
9. Pants must be of an appropriate size that matches the stature of the individual and must be worn at the waist. No sagging pants.
10. No undergarments should be visible.
11. Pajama pants and house slippers are not allowed.
12. Torn and ripped clothes are not to be worn.
13. Hats are not permitted inside the building unless specified for a special day.
14. No clothing or accessories suggesting gangs or gang related activities may be worn.
15. Painting or writing on the body or clothing is forbidden.
   • Final decision is at the discretion of the principal or his / her designee.
   • Students who violate the dress code will be asked to wear alternative clothing and/or call parents to bring a change of clothes. Repeated offenses to the dress code will be considered as insubordination with additional, more severe consequences following.
STANDARDS OF SUCCESS

1. Obey directions at first request.
2. Treat others and property with respect.
3. Pay attention and do not disturb others.
4. Be on time, prepared with all required materials.
5. Do your own “Personal Best” each day.

SCHOOL CORPORATION POLICIES

THE FOLLOWING ARE THE POLICIES THAT HAVE BEEN ADOPTED BY THE BOARD OF SCHOOL TRUSTEES OF THE LA PORTE COMMUNITY SCHOOL CORPORATION AND ARE FOLLOWED BY ALL SCHOOLS.

STUDENT CONDUCT (LPCSC Policy 5500)

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this Corporation. It is the responsibility of students, teachers, and administrators to maintain a classroom environment that:

A. allows teachers to communicate effectively with all students in the class;
B. allows all students in the class the opportunity to learn;
C. has consequences that are fair, and developmentally appropriate;
D. considers the student and the circumstances of the situation; and
E. enforces the Student Code of Conduct/Student Discipline Code accordingly.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools and on school vehicles.

The Superintendent is authorized to establish administrative guidelines on the dangers of dangerous weapons which require students to report knowledge of dangerous weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed periodically.

STUDENT BEHAVIOR EXPECTATIONS (LPCSC Policy 5500.01)

The development of positive expected behavior is a continuous task of helping students understand the sense of acting in an acceptable manner. It is the responsibility of the parent to begin this training process and to prepare the student to begin assuming responsibilities appropriate for the school environment prior to the student entering school for the first time and before each school year begins.
Positive student citizenship is an expectation of the La Porte Community School Corporation. Students are expected to live up to the established codes of citizenship as set forth by the norms of the school and community. The school has the right to expect reasonable and self-disciplined behavior on the part of the students. Self-discipline is seen as the most important outcome of education in a nation dedicated to liberty and, therefore, it is imperative that we promote respect for the laws of society and for each person in it. Those in opposition because of their own beliefs should not and will not interfere with the rights of others.

It is our mission to provide each student an educational environment equal to every other student so that s/he can prepare for the future. At the same time the school must protect the rights of all students so they might expect an education commensurate with their abilities, interests, values, and goals. The school will provide safeguards for the health, safety, and rights of all students without discrimination.

Creating a positive school climate is the greatest factor in improving student behavior. Students need to feel they belong and are an integral part of the school. When students feel they belong to a school, they feel that the school: serves them and their needs, is a safe and happy place to be, treats them as valued individuals, is fair, and provides ways in which student concerns are advocated.

The purpose of this document is to provide direction and a general statement regarding positive student behavior in the La Porte Community School Corporation. All members of the school community, including students, faculty, administrators, and parents/guardians, share in the responsibility to support the rules of the school.

The following items are considered to be zero tolerance misbehaviors and very serious in nature. Building administrators will seriously consider a recommendation for expulsion for the following misbehaviors:

A. Gangs and/or gang-related activities.
B. Disrespect to, curse at, and/or attempt to intimidate any other student or adult in the school setting.
C. Vandalize any school property.
D. Weapons of any type on school grounds.
E. Possession, use of, being under the influence of, or the sale of any controlled substance or alcohol or any representation of such controlled substance and/or alcohol.
F. Extortion or attempt to extort anything from another student.

**PHYSICAL ASSAULT** - The La Porte Community School will not tolerate the physical assault by one student toward another or toward an adult. Physical assault is to be defined as verbal/physical threats to do harm; an act of attack with the force to cause serious injury to the receiving party. Battery is the illegal touching or beating of another. Assault and battery are defined as "the intent to do harm".

**SEXUAL ASSAULT** - The La Porte Community School will not tolerate sexual assault at school or at school-sponsored events. Sexual assault is defined as unwelcome and repeated sexually suggested verbal or physical contact, as well as harassment of one student toward another.

**DANGEROUS WEAPONS** - Students will not bring weapons or objects on school property. Dangerous weapons are considered to be objects or instruments used to harm or hurt another person.

**FALSE FIRE ALARMS** - Students will not break or pull the fire alarm at any time UNLESS there is an emergency to report. It is illegal for a student to MALICIOUSLY pull, break, or destroy a fire alarm in a school building or other school property with the intent of causing damage to valuable property.

**STARTING A FIRE** - Students will not start a fire at school. Students will not take part in any activity of burning property.

**BOMB THREATS** - Students will not make bomb reports or threats if there is no knowledge of an actual bomb or explosive device.
FIREWORKS, EXPLOSIVES - Students will not bring any fireworks, explosives, or explosive substances on school property. Fireworks, firecrackers, and cherry bombs are examples of explosives.

GANG-RELATED BEHAVIORS - Gang-related activities, or behaviors and such gang-related characteristics as colors, hand signs, apparel, jewelry, notebooks, trademarks, and any other attributes denoting gang affiliation are strictly forbidden. This is in reference to the guidelines of corporation policy 5840 available on the corporation web site.

VERBAL AND PHYSICAL INTIMIDATION - Any form of verbal and/or physical intimidation of a student towards any other student or a staff member is strictly forbidden. Physical action involving inappropriate touching by a student toward another student or a teacher will not be tolerated. This would include, but not be limited to, slapping, swinging, elbowing, etc.

PROFANITY OR OBSCENITY TOWARD STAFF - Students will not use profanity or make obscene signs toward adults in the school setting. Students will not draw or show pornographic pictures to anyone at school.

EXTORTION - Students will not make or attempt to make another person do anything s/he does not wish to do by using a threat of force. Extortion means attempting to obtain money, other items, or a promise by using threats or force.

RIGHTS AND RESPONSIBILITIES

LA PORTE COMMUNITY SCHOOL CORPORATION EDUCATIONAL TEAM

While discipline is ultimately the responsibility of the individual, the implementation of an effective discipline program requires a cooperative team effort. Whenever possible, a preventive approach to discipline will be taken in an effort to clarify standards of conduct, effectively assess a student's individual needs, and identify any significant factors which may be contributing to a student's misconduct.

The educational team, Board of School Trustees, administrators, teachers, support staff, parents, and students have the responsibility to implement and maintain the rules and regulations established for the School Corporation. In doing such, it will encourage proper conduct and will ensure that the rights of each student will be protected.

LA PORTE COMMUNITY SCHOOL BOARD

The Board of School Trustees, acting through the Superintendent, holds all school employees responsible for supervising student behavior while students are legally under the supervision of the schools.

In addition, the Board of School Trustees holds all students responsible for appropriate conduct as defined in all Board policies and regulations, school handbooks, and this document. Board policies and regulations are available at each school.

It is the responsibility of the La Porte Community School Board to:

A. adopt validity established discipline policies consistent with State law;
B. continually provide support for the enforcement of the discipline policies and rules and regulations of the La Porte Community School Corporation;
C. ensure that prescribed due process procedures are followed.

ADMINISTRATORS

An administrator has the right to be acknowledged as the school leader. S/He has the right to the support and participation of parents, students, teacher, staff, and community as decisions are made. Administrators have the right to a well-trained, self-motivated, professional staff. They have a right to an orderly learning environment. Administrators are expected to support the rights and responsibilities of students, teachers, and parents. Administrators are responsible for creating a positive learning environment and providing instructional leadership.
TEACHERS

Teachers have the right to be supported by the Board of School Trustees, administrators, staff, and parents in their efforts to establish and maintain orderly, productive classrooms where all may learn and achieve. Teachers also have the right and responsibility to consult parents, as well as administrators and support staff, to meet the needs of the individual students better. Teachers have the right to work with students who come to class prepared with necessary instructional materials and who cooperate with class directives every day. Teachers have the responsibility of preparing and delivering daily lessons that are consistent with the guidelines set by Corporation statements of direction, curriculum guides, and the State proficiencies. Teachers have the responsibility to establish and maintain an environment where all can learn. Teachers are responsible for providing and enforcing classroom rules impartially and consistently. Teachers are responsible for keeping parents informed of the academic progress and behavior of their children. If needed they are to seek the assistance of support staff and administrators.

PARENTS

As a parent you have the right to be informed of your child's academic progress and behavior, and the right to visit your child's school upon request. You have the right to be consulted about decisions that are made that affect your child. Furthermore, you are to be immediately informed of serious disciplinary actions concerning your child.

It is the responsibility of the parents to prepare the students to assume responsibility for learning and for conduct that does not infringe on the rights of others. It is also their responsibility to ensure that their children follow the rules and regulations established for each individual building as well as those established for the entire Corporation.

Parents are expected to provide the necessary support and cooperation in reinforcing the rules and regulations as listed in the Board policies, regulations, and student handbook for each school, as well as all appropriate State laws.

It is expected that parents/guardians:

A. set the expectation for positive student behavior;
B. set up home rules and expectations that support the school's efforts;
C. meet their child's teacher(s) and find out what is expected;
D. ensure 100% attendance at school unless illness or an emergency occurs;
E. attend meetings and conferences when requested by the school staff.

STUDENTS

As a student, you have the right to courses and extra-curricular activities which promote the development of skills and talents that will enable you to become a responsible, valued member of your community.

As a student, you are expected to meet the standards of behavior and academic effort that are common to every school in the La Porte Community School Corporation.

As a student, you are responsible for:
A. knowing and adhering to appropriate positive conduct in compliance with the rules and regulations established for the La Porte Community School Corporation;
B. accepting responsibility for learning, developing adequate study habits, and completing class assignments, and/or other requirements on time;
C. contributing to a climate of acceptance and mutual respect within each school so that the hopes and ambitions of all individuals may be realized;
D. maintaining an atmosphere in which learning and extra-curricular activities can take place for the growth and pleasure of everyone;
E. developing and nurturing acceptable citizenship attitudes and behaviors conducive to the established norm of the community;
F. maintaining regular school attendance;
G. taking care of school property;
H. reimbursing the School Corporation for any breakage, destruction, or vandalism of property owned by, or under the control of, the Board of School Trustees.

COMMUNITY AGENCIES, STATE POLICE OR LP COUNTY HEALTH DEPT.

It is expected that community agencies assist and cooperate with school personnel, and school personnel in turn with them, in maintaining a safe, positive school climate. Communications should be ongoing, providing efficient, effective, and responsible solutions to school and/or community-related problems. The community agencies include, but are not limited to, the La Porte County Court System, the La Porte County Division of Family and Children, the La Porte City and County Police Departments, the State Police, the La Porte County Health Department, various counseling agencies, and other appropriate community services.

RULES, REGULATIONS, AND DEFINITIONS

In order to maintain an educational climate conducive to effective teaching and learning, certain rules and regulations must be established. Although the majority of our students understand what responsible conduct is, the following rules, regulations, and definitions have been adopted and documented so there can be no misunderstanding as to the expectations for student conduct established by the La Porte Community School Corporation.

The rules listed hereafter arise from previously approved Board policies and regulations, all of which have been provided to the students and are available in each school and student handbook. These rules are intended to compliment and not supersede all such policies and regulations.

BUS CONDUCT - The driver is in complete charge and must be obeyed. Appropriate student behavior is to occur so that any interference which may cause injury or jeopardize the safety of anyone riding the bus will be dealt with using appropriate consequences. The bus driver has the authority to enforce the established rules of bus conduct and shall work with school authorities when misconduct occurs.

EXTRA-CURRICULAR ACTIVITIES - Appropriate conduct in compliance with the established rules and regulations of all La Porte Community Schools shall apply to all extra-curricular activities both off and on all school grounds.

USE OF TOBACCO PRODUCTS - Student use of and/or possession of tobacco products on school property and/or at all school activities is strictly prohibited.

DRUGS, ALCOHOL, AND INTOXICANTS - Possession, use, distribution, being under the influence, and/or the sale of alcohol, illegal drugs, intoxicants, and/or counterfeit drugs while under school jurisdiction, is forbidden. All prescriptive drugs are to be stored in the school office.

ATTENDANCE - Punctual and regular school attendance is extremely important for success in school. Students are to be in school every day and on time to all classes unless it is absolutely impossible for them to do so for legitimate reasons.

GAMBLING - Any and all forms of gambling by students on school property or at school activities is strictly prohibited.
UNAUTHORIZED SALES - The possession or sale of unauthorized items is prohibited on school property.

DISRUPTIVE DRESS - Dressing in a manner that is dangerous to the health or safety of students or in a way that interferes with one's own learning or the learning of other students is unacceptable. This would include the possession of any item which advertises or promotes drugs, tobacco, alcohol, sex, profanity, obscenity, or gang-related activities.

THEFT - The taking and/or possessing, without permission, of private or school property, as well as depriving and/or attempting to deprive others of their property, is absolutely forbidden.

CHEATING - The creation of an unfair advantage at the expense of others through deception, fraud, plagiarism, or willful deceit is strictly forbidden.

TRESPASS - Any student or adult on school property without permission or justifiable reason is prohibited. Students are expected to observe and respect the rights of property owners while traveling to and from school.

DISTRIBUTION AND/OR DISPLAY OF MATERIAL - Distribution and/or display of any materials must have the approval of the building principal prior to distribution and/or display.

MOTOR VEHICLE VIOLATIONS - Unauthorized vehicles, or unsafe operation of vehicles, on school properties is prohibited.

NOON HOUR VIOLATION - Lunch periods are a part of the regular school day. Being in locales other than those designated by school officials during the lunch period is not permitted. This includes being off school grounds without permission.

The above rules, regulations, and definitions are meant to complement, not supersede, all rules, regulations, handbooks, and policies validly adopted by the Board of School Trustees and established by Indiana Public Law.

Where and when appropriate, above offenses will be referred to local law enforcement agencies, as well as dealt with by school administrators. Any consequences and/or corrective measures imposed for violations listed above could include any of the following:

PARENTAL CONFERENCES - Parent conferences are held in an effort to clarify student behavior and seek help and cooperation from parents. Every effort should be made by teachers and administrators to involve parents at the outset of any perceived misbehavior problem.

TIME OUT - A student may be removed from an assigned class or classes in a "time out" situation for a special period or until certain conditions have been satisfactorily met. This period of time should be kept to a minimum.

DETENTION - Detention can be held before, during, or after the school day or on Saturdays.

Consideration shall be given to other obligations of the student when detention is applied, and parent(s)/guardian(s) shall be notified of the detention. If the detention is to be held outside the regular school day, twenty-four (24) hours' notice should be provided to parent(s)/guardian(s).

SUSPENSION PROCEDURES - In-school suspension may be considered as an alternative disciplinary action. Parent(s)/guardian(s) shall be notified of the suspension and the reason(s) for the suspension.

Out of class suspension may be administered by the classroom teacher for one period or its equivalent. Administrators and parents must be informed of the details by the classroom teacher as soon as possible following the infraction.

Out of school suspension may be administered by the building administrators for a period not to exceed ten(10) school days per each infraction. Students may be suspended from school for sufficient cause as regulated by State law. Parents are to be notified as soon as possible.
Friday Evening/Saturday School is an option available to teachers and administrators as a consequence for inappropriate behavior.

**EXPULSION PROCEDURES** - A student, for sufficient cause as outlined by Board policy and state law, may be recommended for expulsion for any of the above offenses. All procedures as outlined in Board policy and State law concerning expulsion will be followed.

**DRESS AND GROOMING (LPCSC Policy 5511)**

The School Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

A. present a hazard to the health or safety of the student himself/herself or to others in the school;
B. interfere with school work, create disorder, or disrupt the educational program;
C. cause excessive wear or damage to school property;
D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement;
E. would include the possession of any item which advertises or promotes drugs, alcohol, sex, profanity, or obscenity.

The Superintendent may establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the Corporation at a public event.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the Corporation at a public event.

The Superintendent shall develop administrative guidelines to implement this policy which:

A. designate the building principal as the arbiter of student dress and grooming in his/her building;
B. instruct staff members to demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;
C. ensure that all administrative guidelines impose only minimum and necessary restrictions on the exercise of the student's taste and individuality.
D. Students who violate the foregoing guidelines will not be admitted to class and may be suspended from school.

**USE OF TOBACCO (LPCSC Policy 5512)**

The Board recognizes that the use of tobacco presents a health hazard that can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, “vapor,” or other substitute forms of cigarettes.

In order to protect students who choose not to use tobacco from an environment that might be harmful to them, the Board prohibits the use and/or possession of tobacco by students at all times within any facility owned or leased or contracted for by the Board. The Board also prohibits the use and/or possession of tobacco anywhere on the campus of any facility.
owned or leased or contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas and will remain in effect at all times. Furthermore, the Board prohibits the use and/or possession of tobacco in all vehicles owned or operated by the Board, including, but not limited to, school buses, special purpose buses, vans, trucks, and cars.

The administration of each school building will take appropriate action in cases involving students who use and/or possess tobacco in violation of this policy.

The Superintendent’s administrative guidelines shall include a comprehensive plan to communicate the prohibitions set forth in this policy regarding the use of tobacco, as defined herein, by students, staff, parents, vendors and any other individuals in the Corporation’s schools, offices, and/or other Corporation facilities, as well as on the grounds of the schools, offices and other Corporation facilities. The plan shall also communicate the prohibitions set forth in this policy regarding the use of tobacco as defined herein by those who drive, or are passengers in, Corporation vehicles of any type.

**CARE OF SCHOOL PROPERTY (LPCSC Policy 5513)**

Basic to the philosophy of the School Board is a respect for the rights of others. Students are urged to exercise this respect in regard to the belongings of others, including school property. Each student should realize that vandalism to school property is costly to repair and is directly related to increased school taxes.

Attempts should be made to teach students respect for property which can be done in connection with the care of textbooks and the use of school materials and equipment.

Students who cause damage to school property shall be subject to disciplinary measures and restitution for damages.

The Board authorizes recovery of costs related to the loss, damage, or destruction of school equipment, apparatus, musical instruments, library materials, textbooks, and for damage to school buildings.

The Board reserves the right to file a civil action in a court of competent authority against parents of a student who willfully destroys Corporation property.

The Superintendent shall develop procedures to implement this policy which include the requirement that all incidents involving the destruction of property be reported to the Board. The Superintendent may report to the juvenile authorities any student whose damage of school property has been serious or chronic in nature.

**STUDENT USE OF BICYCLES (LPCSC Policy 5514)**

The School Board regards the use of bicycles for travel to and from school by students as an assumption of responsibility on the part of those students; a responsibility in the care of property, in the observation of safety rules; and in the display of courtesy and consideration toward others.

The Board will permit the use of bicycles by students.

The Board will not be responsible for bicycles which are lost, stolen, or damaged.

The building principal shall develop administrative guidelines for the operation parking of bicycles and shall disseminate those guidelines to all students so affected.

The building principal shall establish standards for the granting of permits which shall contain the warning that infraction of rules may result in the revocation of the permit.
STUDENT USE OF MOTOR VEHICLES (LPCSC Policy 5514.01)

The School Board regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students; a responsibility in the care of property; in the observation of safety rules; and in the display of courtesy and consideration toward others.

The Board will permit the use of motor vehicles by students, in accordance with the rules of this Corporation, provided that such students are licensed drivers and have been granted permission by the parent/guardian to drive a motor vehicle on school grounds.

The Board will not be responsible for motor vehicles which are lost, stolen, or damaged.

The building principal shall develop administrative guidelines for the operation parking of motor vehicles and shall disseminate those guidelines to all students so affected.

The building principal shall establish standards for the granting of permits which shall contain the warning that infraction of rules may result in the revocation of the permit.

STUDENT ANTI-HAZING (LPCSC Policy 5516)

The School Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Corporation-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Corporation shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the principal. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and Corporation employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

ANTI-HARASSMENT (LPCSC Policy 5517)

General Policy Statement

It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. The Corporation will not retaliate against any person who makes a report or files a complaint alleging harassment or a violation of this policy. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.
The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

All reports of harassment should be reported to Steve Manering, Complaint Coordinator.

Office: 1921 A Street
          La Porte, IN 46350
Telephone: (219) 362-7056
Email: smanering@lpesc.k12.in.us

For purposes of this policy, “School Corporation community” means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, “third parties” include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

The School Corporation will conduct a biennial (every two years) review of its Anti-Harassment procedures to ensure the School Corporation is acting to prevent unlawful harassment.

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
B. Filing a malicious or knowingly false report or complaint of harassment.
C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment when responsibility for reporting and/or investigating harassment charges comprises part of one’s supervisory duties.

Definitions

Sexual Harassment

Pursuant to Title VI I of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, “sexual harassment” is defined as:
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual’s status in a class, educational program, or activity;
B. Submission or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual;
C. Such conduct has the purpose or effect of interfering with the individual’s educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one’s ability to participate in or benefit from a class or an educational program or activity.

Because harassment can occur staff to student, student to student, male to female, female to male, male to male, or female to female, it shall be a violation of this policy for any student, employee or third party (school visitor, vendor, etc.) to sexually harass any student.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
B. Physical assault.
C. Threats or insinuations that a person’s academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances.
D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person’s body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals.
F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
H. Remarks speculating about a person’s sexual activities or sexual history, or remarks about one’s own sexual activities or sexual history.
I. Consensual sexual relationships where such relationship leads to favoritism of a student with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual’s education, or such that it creates a hostile or abusive employment or educational environment.

These policies and procedures apply to all School Corporation students, employees, staff, faculty, administration, coaches, contractors and all participants in any School Corporation sponsored activities on any property owned and maintained by the School Corporation.

**Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual’s race or color and when the conduct has the purpose or effect of interfering with the individual’s educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one’s ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the
characteristics of a person’s race or color, such as racial slurs, nicknames implying stereotypes, epitaphs, and/or negative references relative to racial customs.

**Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual’s religion or creed and when the conduct has the purpose or effect of interfering with the individual’s educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one’s ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person’s religious tradition, clothing, or surnames, and/or involves religious slurs.

**National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual’s national origin and when the conduct has the purpose or effect of interfering with the Individual’s educational performance; of creating an intimidating, hostile, or offensive learning environment; or interfering with one’s ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person’s national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

**Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual’s disability and when the conduct has the purpose or effect of interfering with the individual’s educational performance of creating an intimidating, hostile, or offensive learning environment; or with one’s ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person’s disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

**Reports and Complaints of Harassing Conduct**

Members of the School Corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

When a Complainant believes criminal activity may have occurred the Complainant has the option to pursue a criminal complaint with an appropriate law enforcement agency, to pursue a harassment complaint under the Corporation’s complaint procedures, or to pursue both processes simultaneously.

Members of the School Corporation community or third parties who believe they have been unlawfully harassed by another member of the School Corporation community or a third party are entitled to utilize the Board’s informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual’s participation in educational or extra-curricular programs. Individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The titles of the Anti-Harassment Complaint Coordinators with whom complaints of unlawful harassment should be filed are:
The Superintendent shall establish Administrative Guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy the Administrative Guidelines, Informal Report Forms and Formal Report Forms will be readily available to all members of the School Corporation community and posted in appropriate places throughout the School Corporation.

Any Board employee who observes acts of harassment must intervene to stop the harassment unless circumstances would make such intervention dangerous. Additionally, the employee must document and report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student if age eighteen (18) or older, or the student’s parents if under the age eighteen (18), to advise s/he/them of the Board’s intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint. The Complaint Coordinator shall maintain copies of all documented and reported observations as well as the investigation in accordance with the School Corporation’s Retention Policy.

**Privacy/Confidentiality**

The School Corporation 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 Board’s legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

**Interim Remedial Measures**

The School Corporation will maintain on-going contact with the Complainant throughout the investigation and, when appropriate, will take interim measures to ensure the safety of students who reported to be victims of sexual harassment, such as protective orders, and will also, when appropriate, take steps to remedy the harm to victim(s). Further interim remedial measures may include counseling to either or both the students who alleged they were subjected to harassment and the accused.

**Informal Process for Addressing Complaints of Harassment**

The administrative guidelines will include an informal complaint process to provide members of the School Corporation community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School Corporation community or third parties who believe that they have been unlawfully harassed are encouraged to initiate their complaint through this informal complaint process, but are not required to do so. Those members of the School Corporation community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution
through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

**Formal Process for Addressing Complaints of Harassment**

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Although not required, members of the School Corporation community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one (1) of the Complaint Coordinators identified in the Administrative Guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified above and in the Administrative Guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. The Complainant has the right not to appear in the same hearing room as the accused. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation. The Complaint Coordinator will provide both parties with periodic status updates (to the extent permitted under the Family Educational Rights and Privacy Rights.) The Complaint Coordinator will use the preponderance of the evidence standard of review in its investigation of complaints.

At the conclusion of the investigation the Complaint Coordinator or designee will contact the victim within a reasonable period of time to determine whether additional supportive measures are needed. The Complaint Coordinator or designee will then prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent’s action will be delivered to both the Complainant and the individual accused of the harassing conduct.

The Complainant or the accused may appeal it to the Board by submitting written notice to the Superintendent within ten (10) days of the date of the Superintendent’s decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent’s receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision either affirming, modifying, or rejecting the Superintendent’s decision. The decision of the Board shall be final. The Board shall maintain copies of all complaints, reports, investigation summaries, recommendations, notices of appeal, and final decisions in accordance with the School Corporation’s Records Retention Policy.
The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School Corporation community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Indiana Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School Corporation community or third party alleging the harassment pursues the complaint.

Attached to this Statement and Policies and Procedures are the Informal Report of Harassment and/or Intimidation, 5517 F1 and Formal Report of Harassment and/or Intimidation, 5517 F2.

**Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the suspension/expulsion of a student.

All disciplinary action will be taken in accordance with applicable State Law. When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

In cases where an employee violates the School Corporation harassment policy the discipline range may range from a warning up to an including termination, to be imposed consistent with all applicable contractual and statutory rights.

Where the Board becomes aware that a prior remedial action has been taken against a member of the School Corporation community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

In cases where harassment was substantiated the School Corporation will take reasonable steps to deter future harassment, and to remedy the discriminatory effects on the Complainant and others. In cases where harassment was substantiated the School Corporation will contact the Complainant within a reasonable period of time following the conclusion of the investigation to determine whether additional supportive measures are needed.

The School Corporation will inform relevant members of the School Corporation community if the circumstances of an incident of alleged harassment suggest a threat to others. This may include, for example, notifying parents and employees if a student is sexually assaulted on the way home from or notifying employees of areas where harassment occurs.

**Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School Corporation community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board’s policy and administrative guidelines and harassment in general will be age and content appropriate.
BULLYING (LPCSC Policy 5517.01)

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Engaging in bullying behavior through the use of data or computer software that is accessed through a computer, computer system or computer network also is prohibited. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and
B. The bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment that:

A. places the targeted student in reasonable fear of harm to the targeted student’s person or property;
B. has a substantially detrimental effect on the targeted student’s physical or mental health;
C. has the effect of substantially interfering with the targeted student’s academic performance; or
D. Has the effect of substantially interfering with the targeted student’s ability to participate in or benefit from the services, activities, and privileges provided by the school.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors.

However, Indiana law exempts the following from the definition of "bullying":

A. Participating in a religious event.
B. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
C. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
D. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
E. Participating in an activity undertaken at the prior written direction of the student's parent.
F. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal or the Superintendent. The student also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. This report may be made
anonymously. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. A parent may file a complaint on behalf of a student in the same manner.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. Staff members who fail to report bullying or who fail to conduct an investigation when assigned that duty are subject to disciplinary action, up to and including discharge.

All complaints about bullying behavior that may violate this policy shall be promptly investigated according to the timeline established by the Superintendent's administrative guidelines.

If, during an investigation of reported acts of bullying and/or harassment, the investigator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the investigator will report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

If the investigator finds an instance of bullying behavior has occurred, prompt and appropriate action or responses shall be taken to address the bullying behavior wherever it occurs including, as appropriate, disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts shall be reported to law enforcement officials immediately upon determining that a report to law enforcement is necessary.

The parents of the targeted student and the reported bully shall be notified of the alleged bullying incident at the beginning of the investigation, the findings of the investigation at the conclusion of the investigation, and, as appropriate, any remedial action that has been or will be taken to the extent disclosure is permitted by law. In addition to discipline, remedial action may include support services for the targeted student and bullying education for the bully, among other actions.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and making intentionally false reports may result in disciplinary action as indicated above.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Safe School Committee

In accordance with State law, there shall be a Safe School Committee in each school within this corporation (see Policy 8400 - School Safety).
The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

**DISORDERLY CONDUCT (LPCSC Policy 5520)**

It is the purpose of the School Board, acting within the intent and letter of the law of this State, to provide instruction for students at public expense. Any act of any person(s) to interfere with or to thwart that purpose is unlawful or is in violation of Board policy. Therefore, actions by a student(s) to interfere materially or substantially with the operations of the School Corporation by defacing or destroying school property, by rioting, breaking-in, sitting-in, lying-in, smashing-in, or picketing to force students not to cross picket lines are illegal. Students who engage in such activities may be punished to the full extent of the law and Board policies and Corporation administrative guidelines promulgated thereunder.

For the purposes of this policy, the term "disorderly conduct" shall mean any unlawful student assemblage; or group act of violence, disruption, vandalism, or building seizure; or interference with the functioning of school personnel or any student or group of students.

**DRUG PREVENTION (LPCSC Policy 5530)**

The School Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

A. all dangerous controlled substances as so designated and prohibited by Indiana statute;
B. any synthetic drug or derivative thereof defined as a controlled substance by Indiana statute;
C. all chemicals which release toxic vapors;
D. all alcoholic beverages;
E. tobacco and tobacco products;
F. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
G. anabolic steroids;
H. any "look-alike" substances;
I. any other illegal substances so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-related paraphernalia at any time on Corporation property or at any school-related event. It further establishes a drug-free zone within 1000 feet of any facility used by the Corporation for educational purposes.

The Superintendent shall establish a drug-free schools committee for each school in the Corporation. Each committee must consist of not more than fifteen (15) members who represent the following from the Corporation:

A. school personnel
B. parents of students
C. representatives of the community

Each drug-free schools committee shall:
A. develop a drug-free school plan that:
   1. requires each school to collect and report drug related activities in the school, including suspensions, expulsions, exclusions, police actions, or any other type of drug related behavior; and
   2. addresses ways to eliminate illegal drugs and drug related behavior in schools;
B. oversee the implementation of the school plan;
C. oversee the implementation of the curriculum under I.C. 20-30-5-11 concerning the effects that alcoholic beverages, tobacco, prescription drugs, and controlled substances have on the human body and society at large.

The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall:

A. emphasize the prevention of drug use;
B. provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:
   1. addresses the legal, social, psychological, and health consequences of drug and alcohol use;
   2. provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol;
   3. assists students to develop skills to make responsible decisions about substance abuse and other important health issues;
   4. promotes positive emotional health, self-esteem, and respect for one's body;
   5. meets the minimal objectives as stated in the essential performance objectives for health education as established by the State's Department of Education.
C. include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
D. provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;
E. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;
   The sanctions may include, together with punitive action, voluntary referral to appropriate persons or
agencies for screening and assessment. Such referral may only be made to qualified and properly li-
censed individuals or programs.
F. provide information about any drug and alcohol counseling and rehabilitation and re-entry programs
available to students and provide procedures to direct students and their parents to the appropriate pro-
grams;
G. require that all parents and students be given a copy of the standards of conduct regarding the unlawful
possession, use, or distribution of illicit drugs and alcohol by students;
H. require the notification to parents and students that compliance with the standards of conduct is manda-
tory;
I. provide a biennial review of the School Corporation's program to determine its effectiveness and
Implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;
J. ensure that drug-free schools committees have been established for each school in the Corporation and
that each drug-free schools committee has fulfilled the duties required by this policy;
K. provide for a student assistance program which includes guidelines for prevention activities and pro-
grams, for referrals of students to outside treatment providers, and for cooperative follow-up after treat-
ment has been provided;
L. establish means for dealing with students suspected of drug use or suspected of possessing or distributing
drugs in school and ensure that the Corporation's policy and administrative guidelines on Search and
Seizure are complied with fully.

The Superintendent shall establish administrative guidelines necessary to implement this policy.

**PERSONAL COMMUNICATION DEVICES (LPCSC Policy 5136)**

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between
classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, dur-
ing after school activities (e.g., extra-curricular activities) at school-related functions. Use of PCDs, except those ap-
proved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not
just placed into vibrate or silent mode) and stored out of sight.

For purposes of this policy, “personal communication device” includes computers, tablets (e.g., iPads and similar de-
vices), electronic readers (“e-readers”; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones,
smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)) and/or other web-enabled de-
vices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view
Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from
school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-
sponsored activities, at the discretion of the bus driver, classroom teacher, and sponsor/advisor/coach. Distracting behav-
ior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and
stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD “On” with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school
day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or
images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit
audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, Gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in Corporation custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.
Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

**SUSPENSION AND EXPULSION OF STUDENTS (LPCSC Policy 5610)**

The Board recognizes that removal from the educational programs of the Corporation, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this Corporation and one that cannot be imposed without due process since removal deprives a child of the right to an education.

No student is to be suspended and/or expelled from an activity, program, or a school unless his/her behavior represents misconduct or substantial disobedience while the student is on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event.

In addition to the grounds specified above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property, including any unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

A Student Code of Conduct, approved by the Board, shall specify the procedures to be followed by school officials when administering this policy. In addition to the procedural safeguards and definitions set out in this policy and the student/parent handbook, the procedures set forth in Policy 2461 shall apply to students identified as disabled under IDEA.

For purposes of this policy and the Superintendent's administrative guidelines, the following definitions shall apply:

A. "Suspension" shall be the temporary removal of a student by the school principal from the Corporation's program for a period not to exceed ten (10) school days. A student may be suspended for a longer period of time in accordance with the provisions of I.C. 20-33-8-23 pending expulsion.

B. "Expulsion" shall be the removal of a student from the schools of this Corporation for a period not to exceed the number of school days remaining in the school year in which the incident took effect, if the incident occurs during the first semester. If the incident occurs in the second semester, the Superintendent may expel the student for the remainder of the current school year, summer school, and the first semester of the next school year in accordance with the provisions of I.C. 20-33-8-26.

Any student who brings a firearm, as defined in I.C. 35-47-1-5, or a destructive device, as defined in I.C. 35-47.5-2-4 to school or onto school property or at a school-related activity or is in possession of a firearm shall be expelled for at least one (1) calendar year unless the Superintendent reduces the punishment for reasons justified by the particular circumstances of the incident.

If the student brings a deadly weapon as defined in I.C. 35-41-1-8 onto Corporation property or is found to possess a deadly weapon on Corporation property or at a school-related activity, s/he shall be expelled for a period of not more than one (1) calendar year. The Superintendent shall notify the law enforcement agency designated by the Prosecuting Attorney immediately when a student possesses a firearm, destructive device, or deadly weapon on school property or at a school-related activity.

The Superintendent shall ensure that a copy of this policy is sent to the State Department of Education.
as well as a description of the circumstances surrounding any expulsions for the above-stated firearms or weapons offense together with the name of the school, the number of students so expelled, and the types of firearms or weapons that were brought on Corporation property. (20 U.S.C. 3351)

The Board shall not hear any expulsion appeals. A student or his/her parents may make an appeal to the County Court.

The Superintendent shall develop administrative guidelines which provide appropriate procedures for implementing this policy and comply with applicable statutes. The Superintendent shall report all expulsions and second suspensions to the Bureau of Motor Vehicles in accordance with law and the Bureau's guidelines.

**DEFINITION OF SCHOOL JURISDICTION (LPCSC Policy 5610…3RD Paragraph)**

No student is to be suspended and/or expelled from an activity, program, or a school unless his/her behavior represents misconduct or substantial disobedience while the student is on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event.

In addition to the grounds specified above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property, including any unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

**STUDENT DISCIPLINE (LPCSC Policy 5600)**

The School Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board requires each student of this Corporation to adhere to the rules of conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

A. conform to reasonable standards of socially-acceptable behavior;
B. respect the person and property of others;
C. preserve the degree of order necessary to the educational program in which they are engaged;
D. respect the rights of others;
E. obey constituted authority and respond to those who hold that authority.

Data regarding disciplinary action(s) may be entered on a student's record when such notation can be used to assist counselors. All such information shall be removed from the student's permanent record before s/he leaves this Corporation.

The Superintendent will promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:
A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
B. do not discriminate among students;
C. do not demean students;
D. do not violate any individual rights constitutionally guaranteed to students.

The Superintendent will designate sanctions for the infractions of rules, which:

A. relate in kind and degree to the infraction;
B. help the student learn to take responsibility for his/her actions;
C. are directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The Superintendent shall publish to all students and their parents the rules of this Corporation regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due-process procedures that will be followed in administering the rules of conduct. Parents and students who are eighteen (18) years or older, will be provided a form which is to be signed and returned to the school principal confirming that the rules of conduct have been read and is understood. Failure to return the form shall have no effect on the utilization of the disciplinary actions contained in the rules with that student.

Discipline on Corporation vehicles shall be the responsibility of the driver on regular bus runs. When Corporation vehicles are used for field trips and other Corporation activities, however, the teacher, coach, or advisor shall be responsible for student discipline. If a student becomes a serious discipline problem on the vehicle, the Superintendent may suspend the transportation privileges and/or suspend or expel the student from school providing such discipline conforms with due process.

Teachers and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Parent, Guardian, or custodian cooperative with validly adopted rules and regulations of La Porte Community Schools is an exception. Failure of a parent, guardian, or custodian to participate in, and support, a disciplinary proceeding in connection with the student’s improper behavior, as provided for by I.C. 20-8.1-5.1-19 and/or other applicable sections of the Indiana Code, may result in that parent/guardian or custodian being referred to the Division of Children and Family as a CHINS (Child (ren) in need of services) referral.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained or other suitable transportation arrangements have been made.

**SUSPENSION AND EXPULSION OF STUDENTS (LPCSC Policy 5600)**

The Board recognizes that removal from the educational programs of the Corporation, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this Corporation and one that cannot be imposed without due process since removal deprives a child of the right to an education.

No student is to be suspended and/or expelled from an activity, program, or a school unless his/her behavior represents misconduct or substantial disobedience while the student is on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event.
In addition to the grounds specified above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property, including any unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

A Student Code of Conduct, approved by the Board, shall specify the procedures to be followed by school officials when administering this policy. In addition to the procedural safeguards and definitions set out in this policy and the student/parent handbook, the procedures set forth in Policy 2461 shall apply to students identified as disabled under IDEA.

For purposes of this policy and the Superintendent's administrative guidelines, the following definitions shall apply:

A. "Suspension" shall be the temporary removal of a student by the school principal from the Corporation's program for a period not to exceed ten (10) school days. A student may be suspended for a longer period of time in accordance with the provisions of I.C. 20-33-8-23 pending expulsion.

B. "Expulsion" shall be the removal of a student from the schools of this Corporation for a period not to exceed the number of school days remaining in the school year in which the incident took effect, if the incident occurs during the first semester. If the incident occurs in the second semester, the Superintendent may expel the student for the remainder of the current school year, summer school, and the first semester of the next school year in accordance with the provisions of I.C. 20-33-8-26.

Any student who brings a firearm, as defined in I.C. 35-47-1-5, or a destructive device, as defined in I.C. 35-47.5-2-4 to school or onto school property or at a school-related activity or is in possession of a firearm shall be expelled for at least one (1) calendar year unless the Superintendent reduces the punishment for reasons justified by the particular circumstances of the incident.

If the student brings a deadly weapon as defined in I.C. 35-41-1-8 onto Corporation property or is found to possess a deadly weapon on Corporation property or at a school-related activity, s/he shall be expelled for a period of not more than one (1) calendar year. The Superintendent shall notify the law enforcement agency designated by the Prosecuting Attorney immediately when a student possesses a firearm, destructive device, or deadly weapon on school property or at a school-related activity.

The Superintendent shall ensure that a copy of this policy is sent to the State Department of Education as well as a description of the circumstances surrounding any expulsions for the above-stated firearms or weapons offense together with the name of the school, the number of students so expelled, and the types of firearms or weapons that were brought on Corporation property. (20 U.S.C. 3351)

The Board shall not hear any expulsion appeals. A student or his/her parents may make an appeal to the County Court.

The Superintendent shall develop administrative guidelines which provide appropriate procedures for implementing this policy and comply with applicable statutes.

The Superintendent shall report all expulsions and second suspensions to the Bureau of Motor Vehicles in accordance with law and the Bureau's guidelines.

IN-SCHOOL SUSPENSION (LPCSC Policy 5610)

It is the purpose of this policy to provide an alternative to out-of-school suspension. The availability of this option is dependent upon the financial ability of the School Board to support such a program.

In-school suspension will only be offered at the discretion of the principal for offenses found in the Student Code of Conduct.

The Superintendent shall establish administrative guidelines to implement this policy.
ON THE FOLLOWING PAGES
ARE SEVERAL FORMS
THAT SHOULD BE
COMPLETED AND RETURNED
TO YOUR CHILD’S TEACHER
AS SOON AS POSSIBLE.
As parents, it is important to be given the opportunity to know the information contained in this handbook. It is the school’s expectation that all parents receive this information and that parents become familiar with it. Programs, rules, procedures, and policies are created to help ensure the education, safety, and social/emotional well-being of the children of La Porte Community School Corporation. These programs, rules, procedures, and policies have been approved by the Board of School Trustees and will be in place and followed explicitly for the current school year. As parents, your understanding of the Student Handbook contents and your cooperation with the programs, rules, procedures, and policies is important.

The materials contained in this Student Handbook are not intended to be exhaustive and only represent those matters which may be most pertinent to the students and parents. All of the policies, guidelines, rules and regulations of the La Porte Community School Corporation are applicable to all students, whether contained in this Handbook or not.

SOME SPECIFIC ITEMS TO NOTE IN ADDITION TO THE INFORMATION IN THE HANDBOOK:

a. Gang activity is not allowed.
b. No beepers are allowed.
c. Hats or headdresses are NOT allowed in the buildings.
d. Mugging, threats, or intimidation are NOT allowed.
e. Illegal drugs, including LSD and CRACK, are NOT allowed.

STUDENT HANDBOOK CERTIFICATION

We, __________________________________________ and ______________________________________
Parent/Guardian      Student
have received and read the Kesling Middle School Student Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School Corporation.

__________________________________________________  _____________________
Parent/Guardian Signature       Date

__________________________________________________  _____________________
Student Signature        Date
Whenever my child is involved in a school activity and I am unavailable or otherwise unable to provide authorization directly, I grant to the school principal or his/her designee the authority to act for me and to provide any required consents and authorization for the delivery of emergency medical care, diagnoses, and treatment, including surgical intervention, if necessary, on behalf of my minor child listed below and to do all other necessary things as I might or could do to provide for the child’s health and safety, if I were present. I understand that the LPCSC does not accept responsibility for the cost of treatment for any injury that may occur to my child while at school. I further understand that School Accident Insurance is available to me at an additional cost if I choose to purchase it.

This authorization is valid for the current school year or until such time as I withdraw the authorization.

Authorized ________________________________________________________Date _______________________

Parent/Guardian

Child’s Name _________________________________________________________________________________

(Last)                            (First)                                  (Middle)

School ________________________________   Grade _____________   Teacher __________________________

Birth date ____________________________Sex _________________ Telephone __________________________

Parent or Guardian Names _______________________________________________________________________

Home Address ________________________________________________________________________________

Mother’s Employment_____________________________________________Telephone ____________________

Father’s Employment _____________________________________________ Telephone ____________________

Doctor Preferred _________________________________________________ Telephone ____________________

Doctor’s Address ______________________________________________________________________________

Dentist Preferred _________________________________________________ Telephone ____________________

Dentist’s Address ______________________________________________________________________________

Insurance Company ______________________________________________ I.D. No. _______________________

Important Medical Information

Allergies _____________________________________________________________________________________

Current Medications or Treatments ________________________________________________________________

____________________________________________________________________________________________

Previous Operations or Hospital Confinements _______________________________________________________

____________________________________________________________________________________________

Other: _______________________________________________________________________________________

☐ I have updated this information through the Parent Access system.
Responsible Use Policy

Internet Terms and Conditions

The terms and conditions for Responsible Use of the LPCSC network have been adopted to help ensure that users use the Internet and all other aspects of the network as an educational resource. These terms and conditions, while not all inclusive, has guided network usage in the La Porte Schools for a number of years. Interpretation, application, and modification of this Responsible Use Policy is within the sole discretion of La Porte Community School Corporation. Any questions or issues regarding this policy should be directed to the La Porte Community School Corporation Director of Technology. The failure of any user to follow the terms of the Responsible Use Policy for Internet access will result in the loss of privileges, disciplinary action and/or appropriate legal action.

Guidelines for Network Acceptable Use

Privilege Guidelines

- The use of your account must be in support of education and research and consistent with the educational objectives of La Porte Community School Corporation.
- The use of LPCSNet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges as well as other disciplinary or legal action. The Director of Technology and building administrators will deem what is inappropriate use and their decision is final.
- Students and staff are expected to abide by the accepted rules of network and safety etiquette.

Acceptable use Guidelines

- All use of the system must be in support of education and research and be consistent with the mission of the educational objectives of the La Porte Community School Corporation.
- The use of the Internet resources may not be used in violation of any US, state or local regulation.
- Limited network resources may not be used to stream audio or video for entertainment that is not directly related to an educational outcome.
- The Internet resources may not be used to upload, download, or distribute pornographic, obscene, sexually explicit, racist, or threatening material.
- The unauthorized installation, use, storage, or distribution of copyrighted software and/or materials on district computers or devices is prohibited.
- LPCSNet is not for private or commercial business use, political or religious purposes.
- LPCSNet and the messages transmitted and documents created on it are the property of the La Porte Community School Corporation and are not to be considered private. Network supervision and maintenance will require review and inspection of directories or messages.
- Students are not allowed to subscribe to listservs or news groups, have email accounts, or use social media or chat programs unless these services are a requirement of the classroom curriculum. Prior approval of the Technology Department is required.

Violation & Vandalism Guidelines

- Violations of the Acceptable Use Policy Terms and Conditions will result in loss of access as well as other disciplinary or legal action. These violations include (but are not limited to) the following:
  - Viewing, sending, or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another’s password or another’s stored files
- Trespassing in another’s folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Breaking security by sharing your password with others

Vandalism is defined as any malicious attempt to harm equipment or destroy or alter data of another user, LPCSNet, or any other network or computer system. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in loss of access, cost of repair, and disciplinary action according to the Student Handbook Discipline Policy.

Safety and Security Guidelines
- System accounts are to be used only by the authorized owner of the account. Do NOT share your password or account with anyone. Account owners are responsible for all activity under their account. Do NOT leave an open file or session unattended or unsupervised, and log out procedures must be followed to end a session.
- Network storage areas are to be treated like school lockers and are the property of the La Porte Community School Corporation.
- Users shall not gain or seek information, obtain copies of, or modify files or passwords or use any other means, to gain unauthorized access to district systems and information.

Network Bandwidth Guidelines
- LPCSNet bandwidth is to be used for educational purposes. When bandwidth is stretched to its limit, everyone on the network experiences slow or intermittent service; therefore, it is important that bandwidth be preserved.
- Streaming of audio or video which is not related to an educational purpose or classroom assignment is an inappropriate use of this educational resource during the school day.

Social Networking and BYOT Guidelines
- Current policy blocks student access to social networking sites such as Facebook, Twitter, and SnapChat unless directly related to a classroom project supervised by a teacher. Accessing these sites on school equipment or personal devices is a violation of this Responsible Use Policy and will result in disciplinary actions.
- On school property, where and when allowed, personal mobile devices are subject to the same guidelines as those specified for school owned equipment. Personal devices are allowed access to the Guest network and are to be used for educational purposes only. Inappropriate use of personally owned devices whether connected via LPCSnet Guest Wireless or an external provider will result in the same penalties and disciplinary actions as those defined in this Responsible Use Policy.

Liability
- The LaPorte Community School Corporation and its employees shall not be liable for a user’s inappropriate use of electronic resources or violations of copyright restrictions, users’ mistakes, negligence, or unauthorized financial obligations incurred by users. Individual users of the district computer networks are responsible for his/her behavior and communications over those networks.
- The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyber bullying.
RESPONSIBLE USE POLICY
Grades 6 – 8

Student Network Agreement

Directions: If you are a 6th-grade or 9th-grade student or are new to the LaPorte Community School Corporation this year, please fill out all sections of the following contract, including an appropriate password that you would like to be assigned to your account. This contract must be on file in the building you are attending and will be valid for as long as you remain in that building.

Student Section

Last Name: ________________________ First Name: __________________ Middle: ________

School: __________________________________________ Grade: _________ Age: _________

I have read the LPCSNet Acceptable Use Policy Terms and Conditions. I understand and will abide by the stated Terms and Conditions. I further understand that if I violate the conditions of this agreement, my account can be terminated and I may face other disciplinary measures.

User Signature: _________________________________________________ Date: ___________

Parent or Guardian Section

(If the applicant is under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Acceptable Use Policy Terms and Conditions. I understand that this access is designed for educational purposes. I also recognize that it is impossible for the LaPorte Community School Corporation to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian (please print): ________________________________ Date: _____________

Parent or Guardian Signature: _____________________________________________________

Daytime Phone Number: ____________________ Evening Phone Number: ________________

Sponsoring Teacher Section

I have read the Terms and Conditions of the Acceptable Use Policy and Sponsoring Teacher Guidelines, and I agree to promote this policy with the student. I understand that I am not responsible for this student’s use of LPCSNet, but I do agree to review acceptable use and proper network etiquette with this student.

Teacher’s Name (please print) ______________________________________________________

Teacher’s Signature: ___________________________________________ Date: ______________
If you **DO NOT** wish to have Directory Information released without your prior knowledge and/or consent, please complete this form and return it to your school principal.

**DENIAL OF PERMISSION TO RELEASE DIRECTORY INFORMATION**

I, ____________________________, the authorized parent or guardian of
(please print)

______________________________, deny permission to release Directory
(please print)

information about my child without my prior, written consent.

________________________________________  __________________
Signature         Date

My denial is for the following (please check below):

______ Honor Roll Recognition

______ Scholarship Announcement

______ Athletic/Academic Team Achievement

______ Student Work & Photographs on School Corporation Web Pages
     (Any photo identification would include first name only per Corporation policy)

______ Photographs, Videos, and Student Name & Grade

______ Other (please specify) ________________________________