

LA PORTE COMMUNITY SCHOOLS

LPCSC ADMINISTRATION

Mr. Mark D. Francesconi, Superintendent

Mr. Steve Manering, Assistant Superintendent/Director of Elementary Education

Dr. Jane Larson, Assistant Superintendent/Director of Secondary Education

Mr. M. Gregory Hunt, Chief Financial Officer

LA PORTE HIGH SCHOOL

602 "F" Street • La Porte, IN 46350 • (219) 362-3102

ADMINISTRATION

Ben Tonagel, Principal

Scott Upp, Associate Principal

Kris Staats, Assistant Principal

Candace Schafer, Assistant Principal

Amy Kosior, Assistant Principal

Ed Gilliland, Athletic Director

Principal's Office 362-3102

Attendance Office 362-1032

Athletic Office 362-4713

Guidance Office 362-4503

SCHEDULE

M. T. TH. F Regular WEDNESDAY SRT 2 HOUR DELAY 1 Hour Delay

7:15- 7:30 Early Help 7:15-7:30 Early Help

1st hour 7:35 - 8:45 7:35 - 8:35 **9:35 - 10:15** 8:35 - 9:30

2nd hour 8:51 - 10:01 8:41 - 9:41 **10:21 - 11:01** 9:36 - 10:31

SRT



3rd hour 10:07 - 11:57 10:27 - 12:17 **11:07 - 12:57** 10:37 - 12:27

A Lunch 10:07 - 10:37 Lunch
 10:37 - 10:42 Passing

10:27-10:57 Lunch
 10:57-11:02 Passing

11:07 - 11:37 Lunch
11:37 - 11:42 Passing

10:37 - 11:07 Lunch
 11:07 - 11:12 A passing

B Lunch 10:42 - 10:47 Passing
 10:47 - 11:17 Lunch
 11:17 - 11:22 Passing

11:02-11:07 Passing
 11:07-11:37 Lunch
 11:37-11:42 Passing

11:42 - 11:47 Passing
11:47 - 12:17 Lunch
12:17 - 12:22 Passing

11:12 - 11:17 B passing
 11:17 - 11:47 B lunch
 11:47 - 11:52 B passing

C Lunch 11:22 - 11:27 Passing
 11:27 - 11:57 Lunch

11:42-11:47 Passing
 11:47-12:17 Lunch

12:22 - 12:27 Passing
12:27 - 12:57 Lunch

11:52 - 11:57 C passing
 11:57 - 12:27 C lunch

4th hour 12:03 - 1:13 12:23-1:23 **1:03 - 1:43** 12:33 - 1:28

5th hour 1:19 - 2:29 1:29-2:29 **1:49 - 2:29** 1:34 - 2:29

SCHOOL NAME: SLICERS
SCHOOL COLORS: ORANGE & BLACK
SCHOOL SONG: OUR OLD HIGH

Here's to our Classes
 Here's to our Lasses
 Here's to our Lads they Adore
 Here's to the Seniors so Mighty,
 Juniors so Flighty,
 Freshman and Sophomores!
 Let Mirth and Gladness
 Banish all Sadness,
 And as the Days go by,
 We Promise you will find us ready,
 Earnest and Steady
 Boosting for our "Old High"

GRADING PERIODS

TRIMESTER	START	MID-TERM	FINAL
First	Aug. 10th	Sept. 22nd	Nov. 3rd
Second	Nov. 6th	Dec. 20th	Feb. 15th
Third	Feb. 20th	March 29th	May 24th

ATHLETIC CERTIFICATION DATES

TRIMESTER	START	MID-TERM	FINAL
First	May 31st	Sept. 26th	Nov.9th
Second	Nov. 9th	Jan 5th	Feb. 23rd
Third	Feb. 23rd	April 10th	May 25th

PARENT TEACHER CONFERENCES 2017-2018

First Trimester	Sept 27TH
Second Trimester	Jan. 16th
Third Trimester	April 19th

WELCOME TO LA PORTE HIGH SCHOOL

VISITOR'S POLICY

(It is the general policy of La Porte High School to NOT allow visitors.)

La Porte High School has a Visitor's Policy in place to try to avoid any unnecessary interruptions to the educational process. All visitors to LPHS are asked to check in at the main office. The following guidelines will be strictly adhered to:

1. LPHS students will not be allowed, under any circumstances, to bring visitors with them to classes during the school day.
2. Former students are welcome to visit their former teachers AFTER 2:40 P.M.
3. Pre-school and elementary school-age children are not to be brought to school unless requested for a class by a teacher. They are to be taken only to the class requested and then leave.
4. Students transferring to LPHS from another school may visit the school during scheduled classes, if arranged in advance with the LPHS Guidance Office.

LPHS Raptor Visitor Management System

LPHS uses the Raptor Visitor Management System to check in visitors and guests at the security desk. This system is a security measure to help keep visitor data, allow staff to clearly identify guests, and help protect our students from unwelcomed visitors. Anyone wishing to enter the school beyond the office area will be asked to present a valid state-issued photo I.D.

Acceptable forms of identification include a driver's license, military I.D., or passport. The management system will scan the I.D. and print a visitor's badge with a picture that is to be displayed while visiting the building. It will also check the sexual predator database to ensure that known predators are not approved to enter our schools. Admittance of visitors without a state-issued photo I.D. will be determined by administration. A visitor's badge will not be necessary for those who visit our schools to drop off or pick up items in the office, to attend conferences, open houses, school events, etc. The visitor management system does not replace our process of performing background checks. Volunteers and chaperones will still be required to complete volunteer forms and pass criminal history background checks.

LPHS Closed Campus Policy

As a matter of student safety, LPHS operates as a "closed campus" before school and during lunch. This means that when students arrive on campus in the morning they are to enter the school and stay until dismissal. Bussed students, parent drop-offs, walkers, and student drivers are expected to remain on campus once they arrive. Students are not permitted to leave school grounds. Loitering on nearby street corners, leaving school to go to lunch, walking to the convenient store, or just "hanging out" off school grounds is not permitted. The school thanks students and parents in advance for their cooperation with these expectations and procedures that are in place for everyone's safety.

ACCESSIBILITY

La Porte Community Schools is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency. No person is excluded from participation in, denied the benefits of, or subjected to unlawful discrimination on such basis under any employment, educational program, or student activity. If you have experienced discrimination in such employment, educational programs, or student activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the Assistant Superintendent, 1921 "A" Street, La Porte, Indiana, 362-7056.

The La Porte Community School Corporation complies with all provisions of the Office of Civil Rights in providing accessibility for any disabled person. Persons interested in information concerning accessibility or who may need assistance attending school events, or communicating with the school and its personnel should contact the office of the principal.

LOST AND FOUND

Students who find lost articles are asked to take them to the main office where they may be claimed by the owner. Any unclaimed articles will be disposed of at the end of the school year.

TELEPHONES

Only **EMERGENCY** phone messages will be delivered to students. NO work-related messages will be delivered; please inform your employers.

Students are not to use the phone during scheduled class time.

CARE OF SCHOOL PROPERTY

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.

TO THE STUDENTS OF LA PORTE HIGH SCHOOL

This planner contains important information that will serve as a guide to you while you are a student at La Porte High School. Hopefully, the policies and rules and regulations presented will answer many of your questions and help make your high school experience a pleasant and profitable one.

Course descriptions may be obtained at the Guidance Office. If you have questions about specific courses, please feel free to talk to one of your teachers or the department chairperson or your counselor; any of these people will be happy to help you.

In the event of any discrepancy, ambiguity, or conflict between any statement contained herein and the statutes of Indiana, the United States, or policies of the La Porte Community School Corporation; said statutes and/or policies shall govern.

Have respect for:

- Other students and their property;
- Your teachers, bus drivers, school staff, and administrators;
- Your school and its contents;
- The rules and regulations established to help ensure a quality educational experience for everyone; and
- Your worth as an individual, and the obligation you have to yourself to make the most of your educational opportunity.

Be proud of:

- The accomplishments of your classmates;
- Your achievements, no matter how insignificant you might think, are important; and
- Being a member of one of the best high schools anywhere.

Participate in:

- Your classes because you do have something important to offer; and
- The extra-curricular activities LPHS offers because they can help you and your classmates grow as people.

Appreciate the people who care about you:

- Your parents and family,
- Your teachers,
- Your counselors,
- Your school staff,
- Your administrators, and
- Your classmates.

STUDENT CONDUCT

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 ID Policy

Students will be required to have their ID on them in their chrome book cases as well as on person with a lanyard. IDs will be provided through the school picture photographer and the lanyards will be ordered through LPHS.

STUDENT DISCIPLINE

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. 208.15.119 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.

STUDENT BEHAVIOR EXPECTATIONS

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". Physical assault will result in out of school suspension, possible arrest, and possible referral for expulsion.

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/EMERGENCY REPORTING - 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. It is also illegal for students to report false emergencies.

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 and such gang-related characteristics as colors, hand signs, apparel, jewelry, notebooks, trademarks, and any other attributes denoting gang affiliation are strictly forbidden.

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. Profanity outbursts towards staff or other students within the school building can result in out of school suspension.

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.

Parent/Teacher Conferences are scheduled once per trimester. It is the responsibility of the parent to sign up via the RDS Parent Portal for Parent/Teacher Conferences at www.lpcsc.k12.in.us.

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; students are expected to be in attendance 95% of the school days each trimester;
- 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

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, Teen Court, a program of youth Service Bureau Big Brother Big Sisters of La Porte County, the La Porte County Health Department, Teen Court, a program of Youth Service Bureau Big Brother Big Sisters of La Porte County, 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. Administration holds the right to remove students from extra-curricular activities if they are not in good standing with the school.

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. Electronic devices or personal vaporizers are also prohibited on school grounds.

USE OF TOBACCO - 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.

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

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.

DRESS AND GROOMING

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. LPHS is promoting lessons from the professional world about appearance and professionalism.

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.

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. Students who are caught stealing can be suspended as well as possibly arrested by the School Resource Officer.

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 in the school, around the school building, or on school property.

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. 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).

IN-SCHOOL DETENTION- 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.

Once students reach 15 ISDs, due to behavioral issues, for the school year they will be subject to the LPHS progressive discipline plan.

- 1) Any discipline ISD will result in out of school suspension (1 day, 3 day, 5 day (x2))
- 2) Any further ISDs can result in a recommendation for Teen Court
- 3) Continuing ISD referrals can result in a recommendation to the Alternative To Expulsion program

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.

When a student is suspended from school, the suspension days are school days only. In the event school is canceled during a suspension day, that day would not count as a suspension day. The suspension day(s) would resume the first day that school is in session.

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.

PROFANITY - No student shall use profanity, vulgarity, obscene gestures, or verbally abuse anyone. No students or employee of the School Corporation shall be subject to such abuse. Students who use profanity towards staff will be subject to progressive out of school suspension.

FIGHTING/HARASSMENT - Any form of violence and/or harassment toward another individual on school premises or at school activities is prohibited (assault, harassment, extortion, etc.)

VANDALISM - No student shall maliciously or willfully damage, deface or destroy school property or the personal belongings of others.

INSUBORDINATION/DISRESPECT - All students are expected to comply with directions given by all

adults. All school personnel (administrators, teachers and all non-certified staff) are responsible for the behavior of students during all school and related activities.

WEAPONS - Knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon: 1) on the school grounds during and immediately before or immediately after school hours; 2) on the school grounds at any other time when the school is being used by a school group; or 3) off school grounds at any educational function or event sponsored by the school is strictly forbidden. This applies to storing weapons in a vehicle as well.

INDECENT CONDUCT AND/OR SEXUAL MISBEHAVIOR - Being involved, alone or with others, in ways that could be considered sexually offensive will not be tolerated. This type of behavior is unacceptable and prohibited in or on school property and during school-related activities.

DRESS CODE - Students are expected to observe ordinary standards of grooming with attire appropriate to a comfortable but professional and working school atmosphere. It is reasonable for LPHS to have expectations for dress that reinforces the same expectations that employers will have for their workforce. Each student should dress in a manner that is appropriate for school and its related activities. Students should not wear any apparel that could cause harm to themselves or other students. The following list of dress code rules will be enforced by staff:

- No Tank tops for either gender; a minimum of 'capped sleeves' including dresses
- No crop tops or see-through tops
- No cut-out shirts revealing skin in the front or back
- No holes in clothing above the knee, ragged jeans and/or low-riding pants
- No clothing that promotes or advertises drugs, alcohol, sex, profanity, obscenity or that is racially or culturally offensive
- No pajamas, sleepwear, or blankets are permitted in school
- No outdoor clothing such as coats or jackets are allowed in the building
- No back packs or draw string bags are allowed during the school day. Cases must be 9 ½" x 7 ½". Trapper Keepers are permitted
- 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.
- * Length of shorts, dresses, and skirts must be longer than the edge of fingertips with arms extended to the side
- No headgear or hats, including sweatshirt hoods and bandanas, will be worn in the building.
- Purses must be the size of a pencil bag sold in the bookstore 9 ½" x 7 ½"
- P.E. students swimming in class must be properly covered. No bikinis permitted unless covered with a shirt

DISRUPTIVE DRESS - Dressing in a manner that is too revealing, 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 that advertises or promotes drugs, alcohol, tobacco, sex, profanity, or obscenity. Consequences will be progressive and may result in the following: ISD, Parent Contact, After School Detention(s), Social Probation, and Out of School Suspension.

PUBLIC DISPLAYS OF AFFECTION - Students should not, under any circumstances while on school grounds, anywhere in the building, or at school functions, show affection to one another in a manner that creates a scene and/or draws undue attention. The faculty and administration feels this creates a poor image of our student body and that school is not the place to engage in any affectionate gestures. If the faculty or administration feels the situation warrants, students who persist in this conduct will be called to the office, counseled, and parents informed. Subsequent behavior of this nature could result in suspension with parents called in to discuss the problem.

LPHS Good Standing Statement

In an effort to promote academic progress, character development, and to set our students up for future success, LPHS requires students to be in "Good Standing" to be eligible to attend and partici-

pate in school events. This includes, but is not limited to dances like prom, athletic competitions, social events, concerts, etc. Students who attend school events should remember they represent the student body and school and should exemplify high standards. What does it mean to be in “Good standing?” It means a student is not in major disciplinary trouble and is making adequate progress towards graduation. Good behavior and regular attendance is being in “good standing.” Earning credits and working toward a diploma is being in good standing. Being responsible and working with classroom teachers to progress is being in good standing. Doing your best on any required accountability assessments and completing all attempted courses is being in good standing. An emphasis is being placed on good standing because of high expectations for Slicers. “Learn Today to Excel Tomorrow” is an expectation. Students with a history of bad attendance or major disciplinary issues will need to see an administrator to review their permission form prior to being approved to attend school events. If a student is not in good standing, it will result in Social Probation. The administration will review a student’s “standing” to determine if adequate effort, academic progress, and behavior is being demonstrated.

PERSONAL COMMUNICATION DEVICES

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, during after school activities (e.g., extracurricular activities) at school-related functions. Use of PCDs, except those approved 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 devices), 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 devices 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, sponsor/advisor/coach. Distracting behavior 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.

ARTICLES PROHIBITED IN SCHOOL - Problems arise each year because students bring articles which are hazards to the safety of others or interfere in some way with school procedures. (Such items, as toy guns, water pistols, bean shooters, hand-cuffs, sling shots, knives, hard balls, firearms, ammunition, laser pointers, etc. are undesirable and will be impounded). Skateboards and other dangerous or hazardous items are not allowed on school grounds. Parents are requested to help students understand the necessity for such regulations.

BOMB THREATS/ILLEGAL FIREARMS - Incidents such as bomb threats or setting off false alarms will not be tolerated.

STUDENT PRIVACY - Students can expect some rights of privacy at school. However, personal property and papers that are causing a disruption or are in violation of school rules can be confiscated. Where and when appropriate, or as mandated by law, offenses will be referred to local law enforcement agencies as well as dealt with by the school administrators.

GANG ACTIVITY - The participation in any unauthorized club, secret society, and/or gang activity is not allowed. This includes, but is not limited to, the display or possession of gang symbols, or colors (i.e. 5 & 6

pointed stars and colored necklaces), the solicitation of others for membership, the requesting of payment of dues, insurance, or other forms of protection from individuals. This also includes intimidating or threatening an individual or inciting others to participate in any form of physical violence involving a person or property.

STUDENT I.D. - Every student must have an I.D. card; the card must be carried at all times while in school or involved in a school activity. Upon request, a student shall present the I.D. card to any school employee. In addition, I.D.'s will be required to attend school dances

HALLWAY CONDUCT - During passing periods, students should move towards the next class and not block hallways. During class time, students are required to have a pass to be in the halls.

STUDENT PARKING - All students should park in the "F" Street parking lot (east) in a designated parking space. Students who park illegally could be towed or ticketed. Students' are not to park in the "I" street lot (west) unless prior permission has been granted.

TRUANCY- Any student who is not in class shall be considered truant unless proper verification has been filed with the attendance office.

Where and when appropriate, the 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.

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.

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

In-School Detention (ISD) – A safe and orderly environment is expected.

Students who miss detention without notifying their administrator prior to the time of the detention will follow these consequences:

- 1. A missed hour and a half detention will result in a three hour detention.***
- 2. A missed three hour detention will result in an all day In-School detention.***
- 3. Four missed detentions may result in an out of school suspension.***
- 4. Five or more missed detentions may result in a multiple day out of school suspension and possible recommendation for expulsion or an alternative placement.***

Students who are removed from detention are subject to out of school suspension by school administration.

SUSPENSION AND EXPULSION OF STUDENTS

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 trimester. If the incident occurs in the second trimester, the Superintendent may expel the student for the remainder of the current school year, summer school, and the first trimester 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

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. The classroom teacher must inform administrators and parents of the details 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. LPHS reserves the right to utilize Form 16A in some circumstances.

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. LPHS reserves the right to utilize Form 16A in some circumstances.

Where and when appropriate, or as mandated by law, offenses will be referred to local law enforcement agencies as well as dealt with by the school administrators.

The above rules, regulations and definitions are meant to complement, not supersede, all rules and regulations validly adopted and established by Indiana Code.

Principals may take any action concerning his/her school at school activities, which is reasonably necessary to carry out or prevent interference with an educational function or school purpose. Major consideration in enforcement of a discipline plan is that the most appropriate disciplinary action taken by school officials is the least extreme measure that can resolve the discipline problem. Not all appropriate disciplinary action can be itemized here. The following is an enumeration of some of the steps that may be employed:

1. Counseling with a student or group of students;
2. Conference with a parent or group of parents;
3. Assigning additional work;
4. Rearranging class schedules;
5. Requiring a student to remain at school after school hours to do additional school work or for counseling;
6. Restricting extra-curricular activities;
7. Removal of the student by a teacher from that teacher's class for a period not to exceed one day;
8. A special course of study;
9. An alternative educational program;
10. An alternative school;
11. Removal of a student from school sponsored transportation;
12. Paddling (as per contract);
13. Isolation;
14. Behavior contract;
15. Payment for damage to school and/or school property;
16. Student Program Adjustment;
17. Community service;
18. Referral to Teen Court as an alternative to arrest or other disciplinary actions
19. Referral to the juvenile court having jurisdiction over the student.
 - a. As used in this subsection "physical assault" means the knowing or;
 - b. Intentional touching of another person in a rude, insolent, or angry manner. When a student physically assaults a person having authority over the student, the principal of the school where the student is enrolled shall make a referral of the student. However, if a student with disabilities physically assaults a person having authority over the student is subject to the procedural safeguards under 20 USC 1415.
20. Suspension;
21. Expulsion;
22. In-school suspension;

COURT ASSISTED RESOLUTION FOR SUSPENSION AND EXPULSION CASES

Pursuant to IC 20-33-8.5 the Superintendent for the La Porte Community School Corporation and the Judge of the La Porte Circuit Court have entered into a voluntary agreement regarding the Court's

assistance in resolving school suspension and expulsion cases. Pursuant to this agreement, the Court may order a student to participate in a program that will provide supervision and education for the suspended or expelled student in accordance with the terms of the agreement (IC 20-33-8.5-2).

DISORDERLY CONDUCT

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

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 licensed 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 programs;
- 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 mandatory;
- 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 programs, for referrals of students to outside treatment providers, and for cooperative follow-up after treatment 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.

RESTRICTIONS ON DRIVER'S LICENSE OR LEARNER'S PERMITS

Restrictions or invalidation will be in compliance with Indiana Code 20-9-24-2-1. Reasons to have a driver's license not issued or invalidated include, a habitual truant, a second suspension from school

for the school year, an expulsion from school, an effort to circumvent the code, and a student who withdraws from school for a reason other than financial hardship.

Any student whose driver's license and/or learner's permit has been invalidated by the State Bureau of Motor Vehicles may appeal pursuant to Indiana Code.

SUSPENSION AND EXPULSION/FIREARMS

The School 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.

For purposes of this policy, suspension and expulsion shall be as defined in the Indiana Code. Specifically, a suspension includes the ten (10) days of suspension by principals which are authorized, as well as any continuation of the principal's suspension by the due process examiner pending an expulsion decision. Additionally, any separation from school ordered by an expulsion examiner for a period of ten (10) days or less shall be considered a suspension. No student shall possess and/or transmit any firearm or deadly weapon on school property. Firearms are defined in accordance with Indiana Code 35-47-1-5 as follows:

- A. Any weapon that is capable of, or designed to, or may readily be converted to expel a projectile by the action of an explosive. This includes but is not limited to:
 1. The frame or receiver of any weapon described above.
 2. Any firearm muffler or firearm silencer.
 3. Any destructive device which is an explosive, incendiary or poison gas bomb, grenade, rocket having a propelling charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
 4. Any weapons which will or may be readily converted to excel or projectile by the action of an explosive or other propellant and which has a barrel with a bore of more than one-half inch in diameter.
 5. Any combination of parts due to device or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled.
 6. An antique firearm.
 7. A rifle which the owner intends to use solely for sporting, recreational, or cultural purposes.

A deadly weapon is defined as:

- A. A loaded or unloaded firearm.
- B. A weapon, device, taser (as defined in I.C. 35-47-8-3), or electronic stun weapon (as defined in I.C. 35-47-8-1), equipment, chemical substance or other material that in the manner it is used or could ordinarily be used or is intended to be used is readily capable of causing serious bodily injury. A "knife" is defined as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon (as defined in I.C. 35-47-5-2.5(a))
- C. An animal (as defined in I.C. 35-46-3-8) that is readily capable of causing serious bodily injury and is used in the commission or attempted commission of a crime.

The penalty for bringing a firearm to school or on school property or possessing a firearm on school property, including a weapon/firearm stored in a vehicle, shall be expulsion for a period of at least one (1) calendar year with the return of the student to be at the beginning of the first school trimester after the end of the one (1) year period. The Superintendent may in a case such as this modify the period of expulsion under this section. The penalty for bringing a deadly weapon to school or on school property or possessing a deadly weapon on school property may be a period of expulsion for a period of not more than one (1) calendar year. As used in this subsection "physical assault" means the knowing or intentional touching of another person in a rude, insolent, or angry manner. When a student physically assaults a person having authority over the student, the principal of the school

where the student is enrolled shall make a referral of the student to the juvenile court having jurisdiction over the student. However, if a student with disabilities physically assaults a person having authority over the student is subject to the procedural safeguards under 20 USC 1415.

The Superintendent shall notify the prosecuting attorney if a student is expelled under either of these sections. I.C. 20-8.1-5.1-1 et seq 20 USC 3551

LOST AND FOUND

Students who find lost articles are asked to take them to the main office where they may be claimed by the owner. Any unclaimed articles will be disposed of at the end of the school year.

Student Emergency Information: Parents can update student emergency information online via Parent 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.

Textbook Rental: 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.

SEARCH AND SEIZURE POLICY

Refer to La Porte Community School Corporation NEOLA Policy <http://www.neola.com/laporte-in/>

ANTI-HARASSMENT

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@lpcsc.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 pro-

cedures 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

Bullying

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students with the intent to harass, ridicule, humiliate, intimidate or harm that/those student(s), and that bullying is based upon sex, race, color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws.

It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

In the bullying context, "harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

Pursuant to Title VI 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, epithets, 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:

Steve Manering, Complaint Coordinator

Office: 1921 A Street
La Porte, IN 46350

Telephone: (219) 362-7056

Email: smanering@lpcsc.k12.in.us

The titles of these individuals will be published annually.

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 recommen-

dations 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.

Remediation

In cases where the complaint investigation results in a finding that the allegation of harassment is substantiated, action must be taken by the Compliance Officer to remedy the past effects of such harassment. This may include but is not limited to providing a contact person to monitor the harassed student, providing tutoring to the student, allowing the student to retake tests or assignments, and counseling. Counseling shall be offered to all students who have been subjected to harassment.

Retaliation

Any act of retaliation against a person who has made a report, filed a complaint alleging unlawful harassment, or participated as a witness in a harassment investigation is prohibited. Individuals found to have engaged in retaliation shall be subject to disciplinary action, up to and including termination of employment or expulsion from school.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Children and Family services. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant or the alleged victim, a report of such knowledge must be made in accordance with State law and Board Policy.

If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined under State law, such knowledge should be reported to local law enforcement.

Any reports made to the local child protection service or to local law enforcement shall not terminate the Compliance Officer's or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Seclusion and Restraint

Senate Bill 345 requires every school corporation to have a plan for seclusion and restraint. In compliance with Senate Bill 345, the plan is available for public review in the main office. For handbook purposes, the definitions for seclusion and restraint are as follows:

Seclusion: Confinement of a student *alone* in a room or area from which the student is *physically prevented* from leaving.

Restraint: Physical contact between a school employee and a student in which the student unwillingly participates and that involves the use of a manual hold to restrict freedom of movement of all or part of a student's body or to restrict normal access to the student's body.

BULLYING

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.

STAFF MEMBER HARASSMENT OF A STUDENT

If a student reports that s/he is being harassed by a member of the staff, the matter is to be reported immediately to the principal who shall then contact the assistant superintendent. The assistant superintendent shall arrange promptly for a proper inside or outside investigation by those who are experienced in such investigations.

In addition, the principal, upon receiving the complaint from a minor student or his/her parents shall determine if the harassment may constitute child abuse and, if so, follow the child-abuse reporting procedure described in AG 8462.

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

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

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

recurrence. Any form of sexual harassment is considered a form of child abuse and the abuser must be reported immediately in accordance with AG 8462.

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

STUDENT ANTI-HAZING

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.

EXTRA-CURRICULAR INFORMATION:

It has been documented that student participation in extra-curricular activities enhances success in school. La Porte High School extends a wide variety of extra-curricular activities with the hope that all students will become involved in the program. (Extra-curricular activities include programs in athletics, curriculum related clubs, student government, honor clubs, intramurals, music and drama organizations and service clubs.)

It is essential that the goal of the extra-curricular program be to encourage individual responsibility and initiative within the established framework of each organization and allow students to recognize the consequences of their own decisions and actions. It is also an inherent goal that the students learn to function as part of a team.

Each of these groups has been given the responsibility of setting its own standards for participation consistent with the philosophy of the school and the requirements for conduct expected of all students. The standards for each activity will necessarily vary according to that activity's individual purpose and goal as well as overlap in the restatement of school behavior requirements.

The extra-curricular program can maintain its credibility only if the organizations within it have the authority to maintain their own goals and standards.

It should be clearly understood by all students involved in the extra-curricular program and by their parents that individual participation must be regarded not as a right, but, instead, as a privilege dependent upon personal acceptance of the group's common philosophy.

Each participant will be given a copy of the organizations rules at the beginning of the activity. It is expected that each participant abide by these rules. Rules that are in addition to the school Standards of Conduct are necessary for the completion of each organizational goals and are encouraged. Student participants serve as examples and therefore will be expected to maintain a high standard of

personal conduct.

GENERAL STANDARDS OF CONDUCT TO BE MAINTAINED BY EXTRACURRICULAR AND CO-CURRICULAR PARTICIPANTS

1. Each participant is expected to abide by all rules and policies of the La Porte Community School Corporation and La Porte High School, as well as those rules formulated by his/her coach or advisor.
2. Each participant must refrain from any unlawful activity and shall obey all city, state and federal ordinances, statutes and regulations.
3. Regular attendance of classes throughout the school year is required of all participants.
4. To be eligible scholastically, students (a) must have received passing grades at the end of their last grading period in school in at least four solid trimester subjects requiring a minimum total of 25 hours of regular High School recitations per week or equivalent, and (b) must be currently passing in at least four solid trimester subjects totaling 25 hours or more of regular High School subjects or recitations per week or equivalent. Students must be in attendance at least the last 3 class periods of the school day in order to participate in athletic competition and/or practice on that school day unless there are unusual circumstances.
5. A participant's conduct at all times shall be such so as not to reflect discredit upon the school or create a disruptive influence on the discipline and good moral education environment of La Porte Area Schools.

ACADEMIC INTEGRITY

The following policy was unanimously adopted by the faculty of La Porte High School. It represents the approach which will be taken toward maintaining academic integrity at La Porte High School.

1. Class Tests, Final Exams, Standardized Tests

- A. The writing of information on furniture (desks, bookcases, chalkboards, etc.), school materials (books, calculators, paper, etc.), or body (hands, clothes, etc.) for use during a test or exam constitutes cheating.
- B. Passing and/or obtaining answers by any means constitutes cheating. (This includes supplying answers orally or electronically during class.)
- C. Glancing at another's test or exam will be considered cheating.
- D. Obtaining and/or giving any help on take home exams without permission constitutes cheating.
- E. Use of a calculator without prior permission of instructor is considered cheating.
- F. Continuation after the time limit on a standardized test is cheating.

2. Homework

- A. Lending and/or copying any part of a homework assignment, unless authorized by the teacher, is cheating.
- B. Copying any data or conclusions for lab work, unless authorized by the teacher, is cheating.

3. Papers

Plagiarism is the improper or non-acknowledgment of sources of ideas and/or specific proof. This can occur in several ways.

- A. Copying verbatim (word-for-word) the ideas and specific materials of another person but not attributing them to the source.
- B. Copying verbatim and attributing to a source but not putting the statement in direct quotation.
- C. Paraphrasing (putting in your own words) ideas and/or specific material or proof on a topic but not attributing them to the source.
- D. Falsifying evidence.
- E. Copying work from any digital media sites or from other electronic drives/devices and submitting it as own work.

4. Facilitating

Assisting another student to do any of the above constitutes cheating.

5. Consequences of Breaking Academic Integrity Standards

A. First offense

1. Zero grade on assignment, quiz, paper, or test.
2. Teacher will notify parents.

B. Second offense

1. Zero grade on assignment, quiz, paper, or test.
2. An "F" for the grading period if in the same course as the first offense.
3. Teacher will notify parents.

LA PORTE HIGH SCHOOL ATTENDANCE RULES & REGULATIONS

2017-2018 LPHS Student Attendance

EVERY DAY, EVERY STUDENT, ALL DAY

PHILOSOPHY:

In order to receive maximum benefit from the educational programs of the La Porte Community School Corporation (LPCSC) students are expected to be **in attendance** and **on time all days on which school is held**. Research demonstrates that students who have regular school attendance achieve higher grades and enjoy school more. The main purpose of the LPHS student attendance policy is to assist students in developing the skills necessary to launch them into a successful future. It is the responsibility of the student, as well as the parents with staff support to set high expectations for student attendance.

PLEASE BE INFORMED THAT THERE ARE CHANGES TO THE 2017-2018 STUDENT ATTENDANCE POLICY.

LPHS is using a performance-based framework as the foundation for addressing student attendance. A performance based framework places priority on the student's mastery of skills and incorporates student attendance as 10% of the student's total course grade.

ACCOUNTABILITY:

Indiana school attendance laws are important for parents and students to understand. Below are the state school attendance laws:

- Indiana Code: IC 20-33-2-5 and IC 20-33-2-3.2:

A student for whom education is compulsory under this chapter shall attend school for the number of days public school is in session: 1) in the school corporation in which the student is enrolled in Indiana; or 2) where the student is enrolled if the student is enrolled outside of Indiana.

Children are required to attend school for the days in which school is in session. To "attend" means, to be physically present in: 1) school; or 2) at another location where the school's educational program in which a person is enrolled is being conducted; during regular school hours on a day in which the education program in which the person is enrolled if being offered.

- Indiana Code: IC 20-33-2-44:
A person who knowingly violates student attendance laws commits a Class B Misdemeanor and such offense may be judicially prosecuted.
- Indiana Code: IC 20-33-2-25:

The District Attendance Officer or Superintendent of Schools having the jurisdiction shall report a child who is habitually absent from school in violation of law to an intake officer of the Juvenile Court or the Department of Children and Family Services.

- Indiana Code: IC 20-20-8-8:
The definition of a habitual truant is a student who is absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten percent (10%) or more of the school year for any reason. This equates to eighteen (18) days based on a school calendar with one hundred eighty (180) days of school.

The Indiana Department of Education expects students to have no more than nine (9) school absences for the entire school year. Students who are absence nine (9) or less school days have met the Department of Education's definition of 95% school attendance rate.

The student is accountable for keeping track of their school attendance and is strongly encouraged to frequently monitor their attendance through the Skyward student database system. Students are responsible for communicating with each of their teacher(s) and follow LPHS homework/make-up work policies regarding any missed class work resulting from a school absence(s).

In order to be considered for a **graduation waiver**, a student who does not pass the state assessment requirements for graduation must have a 95% attendance rate (less than 10 absences) for **all four** years of their high school career. Only UNverified absences will be used to calculate the student's 95% student attendance rate as it applies to a graduation waiver.

Student College/Career/Military Visits:

Juniors or seniors may be allowed 2 visits per calendar year in one of the following areas: college/career/military. A student may obtain a College/Career/Military Visit Request form from the Student Attendance Office at least 24 hours in advance of a visit. In addition, the following considerations are taken into account regarding granting of a student's request for a visit:

- A student's request for approval will not be granted if student is in poor academic standing or has a poor school attendance record.
- Appointments will not be approved during important school dates such as: testing dates, performing dates, etc.

The signature of a college, business representative or recruiter is required on the *Student Request Form upon completion of visit* and shall be given to the Student Attendance Office when the student returns to school. Adherence to this policy will be recorded as a verified absence/administrative exemption and will not be calculated into the student's accumulated absences or course grade. Failure to follow college/career/military visit procedures will result in the absence being documented as a truancy (UNverified absence) and will be calculated into the student's course grade.

The parent/guardian is accountable for keeping track of their child's school attendance. This may be accomplished through the Skyward student database system by clicking on the "parent link" located on the school's website (<http://www.lpcsc.k12.in.us/lphs/>).

A parent/guardians is also accountable throughout the school year for keeping the school informed of changes regarding their phone number, address, or other pertinent parent/guardian contact information. The school

cannot keep a parent informed of their child's attendance status without the proper contact information. This includes: 1) having your phone's mailbox setup for receiving messages from the school and 2) providing a phone number that accepts incoming calls.

Notification of Student Absence:

Parents are required to notify the school attendance office **any time** the student is absent from school. Parents are expected to call the school by 10:00 a.m. each day on the date the student is absent. Should a parent's work not allow the parent to make outside phone calls, a message may be left with the school attendance office (219-362-1032) at any time within 24 hours of the student's absence. Reporting of a student absence must include the following:

- Name of parent/guardian making the phone call
- Student's name and grade level
- Date(s) of student's absence
- Reason(s) for student absence

***Parents are asked to speak slowly and clearly when leaving messages.**

***Without verification of the student's absence by the parent/guardian, the student's absence will be documented as UNverified.**

Student Medical/Outside Appointments:

Parents are strongly encouraged to schedule outside medical appointments after school. If this is not possible, then scheduling appointments at the beginning or end of the school day is preferable. It is important that the student's learning is not interrupted unnecessarily. Students are expected to return to school after their appointment ends when school is still in session.

In order for the student's absence to be recorded as verified, the student must provide upon their return to school a written note (on physician/care professional's letter head) stating the day, time and length of the appointment with the physician's signature.

If a student has four (4) consecutive days of absences due to illness, the student must, on the day of his/her return, provide a signed physician note verifying the student has been ill, and must include time of expected return to school, as well as the date and time of the appointment.

Certificate of Incapacity:

Schools have the legal authority (IC 20-33-2-18) to request the completion of a Physician's Certificate of Incapacity to verify the medical status of a student who is reported to have a significant chronic medical diagnosis that:

- Interferes with the student's ability to consistently attend school resulting in the accumulation of missing 10% or more of the school year due to his/her medical condition.

In addition:

- The Certificate of Incapacity must be signed by the student's licensed physician.
- The Certificate of Incapacity must be updated every year in order to document the student's medical status as it applies to his/her school attendance.

Parents/guardians are to be aware that:

- An approved Certificate of Incapacity (CI) still requires a parent to inform the school every day when and why the student is absent.
- An approved CI does not cover all illnesses/absences, only the condition(s) noted by the physician.

- Building administration have the discretion to request the verification of a student's chronic absences or outside appointment at any time.

The school is responsible for informing a parent/guardian if their child has an UNverified absence. Notification of parent/guardian is dependent on accurate contact information provided by parent. Parent notification by the school may include any one or combination of the below:

- Telephone call to parent
- Skyward notifications under parent access link
- Regular and certified mail
- Email
- Home visit

STUDENT ABSENCES:

Responsive strategies in addressing poor student attendance focus on identifying the causative factors and working to collaboratively remove the barriers contributing to the student's absenteeism. All students and their parent/guardian are expected to monitor the student's attendance status throughout the school year. Cooperation between the student, parent, and the school are essential in improving a student's attendance. Student attendance is documented by: 1) class period and 2) accumulated absences throughout the school calendar year.

Students/Parents will be notified by, but not limited to, either one or a combination of the below actions:

- Parent call regarding UNverified absences through Skyward automated phone message system
- Student will be contacted face to face by Attendance Dean
- Five (5) student absences: parent/student will receive a notification via documentation on their school Skyward account
- Nine (9) student absences: parent/student will receive a notification via documentation on student's Skyward account
- Fifteen (15) student absences: parent/student will receive written notification from the Student Attendance Dean with documentation posted on student's Skyward account
- 20 absences parent will receive a notification via certified mail with the request that parent/guardian call the District Attendance Officer.

(All student attendance contacts will be documented on the student's Skyward account. In addition, all student absentee documentation must be provided at the time of the student's return to school or no later than three (3) days after the student's return to school).

While it is recognized that students who are eighteen (18) years or older are legally considered an adult, students and their parent are to understand that all students age are accountable to student attendance policies and procedures. If a student is eighteen (18) years of age, then he/she is expected to act in an adult manner and are responsible for his/her whereabouts as it applies to school attendance.

Student Attendance Recognition:

- Students with perfect school attendance by grading period will be recognized for their accomplishments.
- All CTE students or any student striving to obtain a Work Ethic Certificate will have their perfect attendance denoted on their certificate. The Work Ethic Certificate is a valuable tool when a student applies for an area job.

Class Attendance Grade: *PLEASE NOTE THIS POLICY HAS CHANGED*

UNverified absences are calculated into the student attendance course grade. A student's class attendance grade will account for **10%** of the student's final course grade and be determined by the below protocol:

A student begins each course of the new grading period with 100 student attendance points.

Grading Scale	UNverified Absence Calculation	Interventions	Teacher/Student/Parent
<ul style="list-style-type: none"> • 100 – 90 = A • 89-80 = B • 79-70 = C • 69-60 = D • 59 & Below = F 	<ul style="list-style-type: none"> • Each UNverified absence has a 15 point value • 15 points will be subtracted from the student's 100 student attendance points for each UNverified absence the student accumulates for the trimester. 	<ul style="list-style-type: none"> • 5 student absence notice: Skyward posting • 9 student absence letter Skyward posting • 20 student absence certified letter • See Administrative student absence interventions below 	<p>Student school/course attendance will be monitored through/with:</p> <ul style="list-style-type: none"> • Student Resource Time (SRT) • Individual Course teacher • Parent may view child's absences through Skyward

***A student's course attendance grade will combine BOTH UNverified absences and student class tardies by trimester (see student tardy section).**

- For students taking a CTE class or Work-based Learning course, the College/Career Readiness Counselor, along with teachers and/or outside education collaboratives, will determine the percentage a student's attendance grade will count toward the final grade of each course. Students shall be informed of the impact of absenteeism on their final grade at the start of the course.

Administrative Student Absence Interventions:

School administration will use their discretion in addressing poor student attendance. In accordance with the Indiana Department of Education (DOE), the expected yearly student attendance rate is 95%.

- A student who **has less than 10 absences (excused or unexcused)** during the school calendar meets the 95% student attendance benchmark.
- A student's attendance rate will be accumulative throughout the school year

School administration may address students with poor school attendance by, but not limited to, any one or combination of the below interventions:

- Verbal warning/notification to the student
- Parent/student contact: via phone, email, Skyward
- Parent letter (regular or uncertified)
- Individual student meeting
- Referral to RTI team for review
- Parent/student meeting
- Student Attendance/Tardy Contract
- Assign student social probation
- Revoke student work permit
- Revoke student driving privileges
- Referral to LPCSC District Attendance Officer
- Referral to Juvenile Services

- Referral of parent to Child Protective Services
- Referral of parent to adult prosecuting attorney for adjudication
- Administration recommendation for student school expulsion

LPHS STUDENT ATTENDANCE CLASSIFICATIONS:

It is recognized that student absences from school may occur for the entire or any portion of the school day.

It is understood that sometimes a student may be absent from class due to illness or other planned or unplanned circumstances that arise. Verified absences, UNverified absences, and student attendance exemptions are listed below:

Verified Absences:

Verified absences not covered under UNverified or exempt absences for the entire school day or any part of the school day and includes:

- A parent/guardian call into the Attendance Office indicating **ALL** of the following is considered a verified absence:
 - 1) Name of parent/guardian making the call
 - 2) Date of call
 - 3) Student name and grade level
 - 4) Date of absence
 - 5) Reason for absence
- Parent/guardian confirmation to school of a student illness or miscellaneous absence
- Documented medical/care provider appointments must include:
 - 1) Licensed care provider's signature on company/business letterhead
 - 2) Name of Student/parent
 - 3) Date, time and length of appointment
- Religious observance of a student's denomination
- Up to two (2) visits per school calendar year regarding college/career/military who are: 1) either a Junior or Senior, 2) have followed all protocol for approval and documentation of visit and 3) are in good standing
- Funeral for an immediate family member(s) or with administrative approval of a student's attendance at a non-family member's funeral. Student must have provided documentation of attendance with the number of allowed absences to take into consideration family/non-family member and location of funeral.
- Participation in a school co-curricular activity in which the student is representing the school or school district
- Building administration's approved school sponsored activity
- Maternity
- Military connected families related to deployment and return
- Recovery from an accident
- Student absences due to a family activity (vacation) either as an extension of a school holiday or during other scheduled school days are **strongly** discouraged. A parent must complete an Extended Student Absent Request Form 2 weeks in advance of a planned family activity that will interfere with a student's attendance during scheduled school days. All student absences due to a family activity will accumulate toward the student's total number of absences for the school calendar year. Parents/guardians must consider Indiana law, Indiana Dept. of Education's and LPCSC/LPHS student attendance expectations/standards. Failure of parent/guardian to follow protocol will result in student absences to be documented as UNverified. Extended Student Absent Request Form is available at the LPHS Attendance Office.

***In the case of uncertain authenticity of a call, school administration will determine whether the reason or source of information is acceptable. If it is determined a student has called off oneself or another student by posing as a parent/guardian, the student(s) will face disciplinary actions as determined by building administration.**

UNverified Absences:

UNverified absences not covered under verified or exempt absences for the entire school day or any part of the school day includes:

- Any student absences not verified by parent/guardian
- Any student absences not verified via documentation as expected or requested
- Any student absence that has not been resolved within the time frame identified in student attendance policy
- Students not in their assigned classes and without staff or parent knowledge or documented approval
- A student who is not in their assigned at class at five (5) minutes after the bell.
- A student who deliberately skips a class(es)
- A student who calls for their parent/guardian/another person to pick them up from school due to self-report of an illness without the assessment and approval of the school nurse will have their absence(s)
- A parent/guardian not following the Extended Student Absence procedures in the case of a family activity (vacation)
- A student who is late to school without verification from parent/guardian
- A Student who fraudulently has a another person call into the school reporting their absence
- A student who is considered truant

STUDENT TRUANCY:

A student shall be considered truant each day or part of the day he/she is absent from his/her assigned location without the parental knowledge. Absence is defined as not present in the assigned location any time beyond the tardiness limit.

Students who are absent from school without the permission of school officials will be recorded as truant per Indiana State law and includes:

Students who are truant shall be subjected to disciplinary action and all schoolwork missed shall be recorded as a zero ("0"). A student who is found to be truant will suffer loss of learning (no make-up) for the period of the truancy. Truancy is defined as:

- A student who has 10 or more UNverified absences for the school year
- A student who leaves the school building without following established protocol inclusive of signing-out at the school attendance office and without parent/guardian or administration's approval
- A student's absence was fraudulently reported to the school
- LPHS is a "Closed Campus", students leaving the school building or grounds without following reporting first to the Attendance Office or who do not have documented approval by parent/staff will be considered truant.
- Student truancy will result in notification of parent/guardian and result in disciplinary action as determined by building administration

Administrative Student Truancy Interventions:

A student shall be considered a "habitual truant when, in spite of warnings and/or his/her parent's efforts to ensure attendance he/she has accumulated three (3) truanancies during a trimester. A verified student truancy will

result in disciplinary action and may include any one or combination of, but not limited, the below interventions as determined by administration:

- Notification of parent/guardian
- Truancy guidelines mailed to parent/guardian
- Loss of make-up privilege
- Student placed on Student Attendance Contract
- Parent meeting
- Parent/student conference with building administration
- Social probation
- Loss of participation in extra-curricular activities
- Revocation of student work permit
- If a student driver is deemed to be truant, he/she will forfeit his/her driving privileges for a length of time to be determined by school administration.
- Invalidation of driver's license by the Bureau of Motor Vehicles for a period of 120 days in compliance with Indiana state law (I.C. 9-24-2-1)
- Referral to LPCSC District Attendance Officer
- Referral to La Porte County Juvenile Services if a student is under the age of eighteen (18) years old
- Referral to La Porte County Juvenile Probation if has been referred to or is currently on probation
- Administration recommendation for expulsion from school

***School administration reserve the right to make discretionary discipline decisions as it applies to student attendance.**

STUDENT TARDIES:

Tardy to School:

Punctuality to school and class is expected of all students. Being "on time" is an essential component of preparation for young adulthood whether the student is career or college bound.

- A student will be considered tardy to school if the student is not in his/her assigned classroom at the start of the school day; by 7:35 a.m. on a regular school day and by 9:35 a.m. on days in which there is a two (2) hour school delay.
- Any student arriving late to school should report to the attendance office. He/she must have a parent or legal guardian contact the attendance office to provide verification of their knowledge of their child's lateness to school prior to or upon the student's arrival to school. Without parent contact indicating parent's awareness of student's lateness, the student will be considered truant.
- If a student is late to school due to school provided transportation delays, students will not be documented as tardy.

Tardy to Class:

Each passing periods between class sessions is six minutes in length. **A student will be considered tardy up to five minutes after the last bell after which the student will be documented as absence.**

Student Tardy Consequences by Course: PLEASE NOTE THIS POLICY HAS CHANGED

Student **tardies along with UNverified student absences** will be calculated into the student's attendance grade - which accounts for 10% of student's total course grade. Student tardies will be addressed by the classroom teacher for each course, with tardies accumulating throughout the trimester. Each new trimester the student begin with 0 tardies.

A student begins each course of the new grading period with 100 student attendance points.

Grading Scale	Tardy Calculation	Intervention	Teacher/Student/Parent
<ul style="list-style-type: none"> ● 100 – 90 = A ● 89-80 = B ● 79-70 = C ● 69-60 = D ● 59 & Below = F 	<ul style="list-style-type: none"> ● Student will be given one (1) UNverified “grace tardy” (warning) per trimester. ● After one (1) “grace/warning tardy” all subsequent UNverified tardies will result in 10 points being subtracted from the student’s 100 attendance points for that trimester. ● Tardies due to extenuating circumstances will be reviewed using administration’s discretion. 	<p>The teacher will inform student and parent of student’s tardy accumulation by using one of the following:</p> <ul style="list-style-type: none"> ● Verbal notification ● Phone notification ● Email notification ● Parent/Teacher conference ● Skyward notification to parent/student ● See additional administrative interventions listed below 	<p>Student course tardies will be monitored through/with:</p> <ul style="list-style-type: none"> ● Student Resource Time (SRT) ● Individual Course teacher ● Parent may view child’s tardy status through Skyward

*The teacher will notify or attempt to notify student and/or parent of student’s accumulated tardies. All contacts will be documented in Skyward.

*It is also the responsibility of the student/parent to monitor the student’s tardies and contact the student’s teacher(s) with questions. Parents are strongly encouraged to attend Parent/Teacher conferences.

Student Tardies - Administrative Intervention:

At the administrative level, student tardies are monitored as accumulative throughout the school year. Administration will respond to excessive student tardies using their discretion in assigning disciplinary intervention.

Administrative Student Tardy Interventions:

Administrative intervention may include, but not limited to, the below interventions:

- In-school detention
- After school detention, length determined by building administration
- Student conference
- Parent contact
- Parent/student conference
- Social probation
- Revoke a student’s work permit
- Revoke a student’s driving privileges
- Student attendance contract
- Referral to Juvenile Probation
- Administrative evaluation for student placement in an alternative educational setting
- Use of Form 16 procedures or school from school

*Administrator will pursue on-going parent contact throughout the school year as a student’s tardies accumulate and document all contacts in Skyward.

*It is also the responsibility of the student/parent to monitor the student's tardies and contact the student's assigned administrator with questions. Parents are strongly encourage to attend Parent/Teacher conferences.

State Exemptions:

Exempt absences are defined by Indiana state statues for the entire school day or any portion of the school day and includes:

- Student is serving as a page or honoree in the General Assembly.
- Student is participating in an election or a volunteer at an election day polling site on the day of an election (school requires prior written request to and approval from building administration; and signed documentation indicating date/time/length of student's participations by polling site supervisor).
- Subpoena to testify in court proceeding (signed documentation from the court is required).
- National Guard training (not more than 10 days per school calendar year with signed documentation by military supervisor).
- Civil Air Patrol (no more than 5 days per school calendar year with signed documentation by squad supervisor).
- Student participation or family member's participation in the Indiana State Fair for educational purposes.
- Students who have been suspended from school for a period defined by building administration.

LEAVING SCHOOL BUILDING OR GROUNDS

La Porte High School has a CLOSED CAMPUS. Students are not permitted to leave the school grounds without permission of the administration. The only students who shall have permission to leave the school are those with clinical appointments, students who become ill at school, students leaving as an extension of their educational program, and students who have obtained special permission from an administrator, following a parent conference. In the interest of student safety, **students are not allowed to leave without permission of the school administration. See LPHS Closed Campus Policy.**

DROP OUT EXIT INTERVIEWS

It is the goal of this Corporation to make it possible for every student to obtain an education that meets his/her goals and long-term needs. Students wishing to withdraw from school before age 18 must receive parental permission and participate with their parent(s) in an exit interview with school officials. During the interview, the principal must ascertain whether or not the withdrawal is due to financial hardship. If it is not, and the principal concurs with the withdrawal, s/he shall send the student's name to the Bureau of Motor Vehicles. If the withdrawal is due to financial hardship, the principal and the staff should explore with the student and his/her parents possible ways to alleviate the financial burden so the student can continue his/her education whether at the high school or at an alternative setting. If the parent and the student disagree about the decision to withdraw, the principal shall make the final decision.

If the situation appears to be one in which there is a willingness to explore means of eliminating or ameliorating some of the main factors a plan should be developed with the student/parents whereby such exploration can take place. The plan should be pursued until either the student decides to stay in school or s/he insists upon withdrawing.

Each exit interview must be personally attended by:

1. The student's parent or guardian
2. The student
3. Appropriate school employee

A student who is less than eighteen (18) may not withdraw from school before graduation unless:

1. The student and the student's parent or guardian agree to the withdrawal; and
2. At the exit interview, the student provides written acknowledgment of the withdrawal and the student's parent or guardian provides written consent for the student to withdraw from school.
3. Notification of Bureau of Motor Vehicles if not financial hardship.

If the student and the student's parents or guardian are not in agreement as to the withdrawal from school before graduation the student's principal should make the final decision with regards to whether the student may withdraw after other efforts have been exhausted.

Unique features include the wide variety of career assessment aids and college/career planning services, the individualized approach, with group targeting the current and cosmopolitan outlook, and a widely diverse professional staff.

COURSE WITHDRAWAL POLICY

The school policy regarding semester courses and their status with respect to withdrawal both from school and from individual courses:

1. **Students stay in full semester courses for the entire semester unless removed from the class by an administrator for a disciplinary or medical reason.**
2. Withdrawal from school is FOR THE SEMESTER. A student may re-enter the next semester or summer term, after having a conference with his/her administrator.

SCHEDULE CHANGE POLICY

La Porte High School is operating at more than 110% of capacity. Classes are scheduled very tightly based on student selections of courses. Teachers and classrooms are committed to these student selections and the slightest variation in numbers can have profound implications for the entire Master Schedule. For this reason, plus the responsibility we have to students to help them learn to adhere to their commitments, students will be allowed to change their schedules for NO reason other than the following:

1. **To Upgrade Work in a Department or Discipline** e.g., a student wishes to add a class in place of a study hall, a student is changed to an honors class from a regular class, etc., within a given course discipline. Changes to different disciplines or even departments are not considered.
2. **To Correct an Inappropriate Student Placement** e.g., a student has tried in a previous prerequisite class, but failed to master skills needed to have success at present. The student effort put forth will be an important factor in the request.
3. **To Balance Classes** e.g., when there is an obvious discrepancy in numbers of students in similar classes, some students may be switched to other classes.
4. **To Prevent Student-to-Student Conflicts (at the teacher's request)** e.g., a teacher requests to separate incompatible students. Even when legitimate requests are made, some cannot be honored because of the complexity of the Master Schedule and the effects on the schedule overall.

COURSE REPEAT POLICY

Under certain circumstances below a student may be repeating a course. This is treated as a separate event as far as credit, grade, and GPA. Retaking a course does not drop a previous course from calculations of GPA. It is not possible to remove an "F" grade or the GPA penalty by repeating a course.

Allowable repeats:

1. Courses that are organizational level in nature. Examples are band, debate, Hi-Times, choir, etc.
2. Courses that serve as prerequisites and that have a clear sequence within a discipline. The intent is to recognize that students experience times in which they may not be able to perform at their best. A prior semester grade of "D" or less is required and a desire for better preparation in order to continue in the discipline. Examples are commonly found in foreign language, mathematics, and sometimes science.
3. Advanced Courses that are multi-level, if designated repeatable.
4. Courses that are vocational, if the student is re-approved through the application process.

5. Courses where a specific proficiency or grade is required by a post-secondary educational institution.

Consideration of cases other than those covered by the above conditions will be reviewed on a case-by-case basis dependent upon the educational need.

STUDENT PARKING REGISTRATION AND RULES

Student parking on the LPHS campus is a privilege not a right. This privilege has many responsibilities. Parents and students who wish to drive to school and use the campus facilities must be aware of the rules and regulations which are outlined below. **Student Drivers** include any student who operates a motorized vehicle on school property and to/from school. Student drivers must park in the designated LPHS student parking lot. LPHS parking permits are required for student drivers and are available for purchase in the LPHS bookstore. Students must complete the Student Parking Registration form. The cost of the permit is **\$15.00** for the school year.

Student Parking Guidelines and Policies

1. All vehicles **must** have a school hanging tag on the rear view mirror to park in the student lot.
2. Only one hanging tag will be issued per student.
3. Speeding, squealing of the tires, loud music, loud exhaust, angle parking may result in disciplinary action and removal of the hanging tag.
4. NEW VEHICLES must be reported to the Student Service Center. The original issued hanging tag must be placed in the appropriate position on the new vehicle.
5. Hanging tags are not transferable to any other student and/or vehicle. The tag must only go on the vehicle registered to the student.
6. The speed limit on school grounds is 5 mph. All vehicles will follow the proper directions, signs and indicated arrows on the roadway or lose parking privileges. Moving barricades or cones will result in suspension of the permit.
7. At no time may a student park in the faculty parking lot. Violators **will** receive a consequence and vehicles may be towed. A loss of the parking permit may also occur.
8. Parking on the grass or "double parking" is not allowed (illegal parking).
9. Valuables should not be left in vehicles. All vehicles should be locked.
10. **Student vehicles are subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, weapons, or other contraband might be present in that vehicle.**
11. Since the parking and operation of student vehicles on campus is a privilege, violations of any of the student parking policies will result in the following:
 - Violation Notice/Sticker
 - Loss of parking and operation privilege after two violations
 - Citation by police
 - Removal of violating vehicle by tow truck
 - Other disciplinary action as specified in the LPHS Student Handbook
12. All student drivers are subject to a random drug test at any time before or after the purchase of a parking permit.

All driving laws and school rules must be followed at all times!

STUDENT USE OF MOTOR VEHICLES

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 USE OF BICYCLES AND MOPEDS

The School Board regards the use of bicycles/mopeds 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/mopeds by students.

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

The building principal shall develop administrative guidelines for the operation and parking of bicycles/mopeds 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.

All students using bicycles/mopeds will park in areas designated by the building principal which will be away from any entry/exit doors of the school building.

GUIDANCE AND COUNSELING

Students are welcome and encouraged to come to the Guidance Office to talk with any of the guidance counselors about any area of concern to them whether it is vocational, educational, or personal.

RE-ENTRY

Students who re-enter LPHS must fill out the Re-Entry packet and participate in a Re-Entry conference with the Assistant Principal.

REPORT CARDS

Report cards will be issued six times a year following the midterm of each trimester grading period and at the end of the trimester. Students will pick up their grade cards in one of their regularly scheduled classes. If a student is absent on the day report cards are distributed, the teacher will hold the card until the student returns to school. The final report card of the school year will be mailed to the student's home.

INCOMPLETE

An "I" (incomplete) means that insufficient work (homework, project, paper, test, etc.) has been turned in to determine a grade and/or to assign credit. An "I" is a positive (or at worst, neutral) indicator to a student that if required work is completed a grade of A, B, C, D, F or P will be given. A student has eight (8) school days after the distribution of report cards in which to complete the work or the grade will be resolved to an "F".

DIPLOMA REQUIREMENT

The previous obligation of 48 credits has been realigned to 40 credits to meet the State of Indiana's Core-40 requirement.

VALEDICTORIAN CRITERIA

Students must meet Academic Honors requirements for their respective cohort.

Rank order ties will be resolved in the following manner:

- 1 point will be awarded for each credit accumulated.
- 1 additional point will be awarded for credits carrying an honors designation.
- 2 additional points will be awarded for credits carrying a dual credit designation.
- 3 points will be awarded for credits carrying an AP designation.

At this time the student with the highest point total will be named Valedictorian. Ties will result in the determination of co-valedictorians.

At this time the student with the second highest point total will be named Salutatorian. Ties will result

in the determination of co-salutatorians.

WORK PERMITS

Work permits are issued in the Attendance Office. A student under the age of 18 will need to obtain a work permit, he/she will need to (1) obtain a job (2) bring an intent to employ card from the prospective employer and (3) bring his/her birth certificate to the Attendance Office. The student must obtain a new work permit if he/she changes jobs. During summer months work permits are obtained at La Porte High School, in the Principal's office. Students who are failing subjects or not attending school will not be issued a work permit. Students who have a work permit and fail classes or stop attending school will lose the work permit.

HONORS ACADEMIC AWARDS

PRINCIPAL'S HONOR ROLL AND HONOR ROLL

Grades 9, 10, 11, 12

Semester basis

Requires a semester scholastic index of 3.70 for Principal's Honor Roll or 3.10 for Honor Roll based on at least 4 credits with no grade below a "C"

Publicized following each semester

ACADEMIC EXCELLENCE AWARD

Grades 9, 10, 11

Modified yearly basis

Requires a 3.5 or better accumulated grade point from the beginning of initial Freshman semester

Award presented at Spring Awards Night Program

ACADEMIC LETTER

Grade 11 primarily - 12 possible

8 or 11 semester basis

Juniors who have earned a cumulative 8 semester grade-point average of 3.50 or above

Seniors who did not earn an academic letter as a junior are eligible if a cumulative 11 semester grade-point average of 3.50 or above is attained

Letter presented at Spring Awards Night Program for Juniors

ACADEMIC HONOR DIPLOMA

Grade 12

11 semester honor determination

12 semester Final determination for possible monetary award

Requires 47 credits in specific courses approved by the state

Requires 3.0 grade point average with no eligible courses receiving a grade less than C

Honored at Spring Scholarship and Awards Night as well as commencement

LIBRARY-MEDIA CENTER

The LPHS Library Media Center is open beginning 7:15 a.m. daily. Students have access to a wide variety of print materials from fiction and nonfiction books to magazines and reference materials. The La Porte High School Library also has an extensive video collection for student check out. Students have access to computers for research, to complete assignments, as well as to prepare visual products such as Power Point, presentations, and videos.

During regular school hours, two library/media specialists are available to assist students in locating information and making selections for required and leisure reading. They aid teachers in preparation of instructional materials and make educational materials available to students and staff. Our staff provides library orientations, instruction on research processes, and use of electronic research databases. Our media specialists help students and staff to prepare information to be disseminated

in both print and electronic formats.

General Guidelines for Library Use

1. Obtain a pass from a staff member and have your student ID when accessing the library during class time or your lunch period.
2. Remain in the library until the bell rings to end the period unless you have a pass to leave.
3. Limit consumption of food or beverages to areas away from the computers and dispose of any trash in the garbage cans.
4. Only students bringing in a sack lunch will be allowed to eat in the library during their lunch period provided that they have a pass from their third period teacher or a library staff member. Cafeteria lunches/trays will not be permitted in the library.

BOOK RENTAL

Students will receive a statement of semester book rental fees at the beginning of each semester. These are due during the first six-week period of each semester. Any student who qualifies for free lunches will automatically receive book rental assistance which will pay for a partial amount of the total book rental fees. Rental is payable by check, money order, or cash and can be paid in the Student Services Center or mailed directly to LaPorte High School. Installment payments may be arranged by contacting the Student Services Center.

Students who WITHDRAW after the semester begins will be charged as follows:

- a. One-half of the total book rental first six-week period.
- b. Entire book rental.

Students who enroll after the semester begins will be charged as follows: the total book rental if enrolled during the first six weeks, 1/2 of the total book rental if enrolled after the second six-week period begins.

At the end of each school year all unpaid book rental will be turned over to the business office for payment.

ATHLETIC INFORMATION

An athletic handbook is available from the athletic office or any coach on the staff at LPHS. The handbook includes IHSA eligibility rules, LPHS eligibility rules, desirable traits, a standardized set of training rules for all sports, training violation procedures and responsibilities of an athlete. Every student athlete in LPHS will receive a Slicer athletic department handbook. Be sure to get a copy!

STUDENT COUNCIL

This is the chief governing arm of the student body, composed of students of each class elected by the student body. It develops and maintains school spirit, helps build interest for students in school activities, creates and maintains standards of good citizenship among students, encourages students to accept and discharge their responsibility to themselves and their school, stimulates a spirit of cooperation among the students and the faculty, and provides mutual respect between students and faculty.

RESPONSIBILITIES: Works closely with faculty and administration in approval of school clubs' constitutions, new student (Freshman) orientation, homecoming activities, graduation activities, and student council-AFS-awards assembly. The council serves as a sounding board for student body suggestions, and contributes financially to programs to foster better student-faculty relations and the improvement of general school climate.

OTHER ACTIVITIES: Student Council sends its president or other newly-elected officer to Indiana University's summer Student Leadership Conference. Student Council members often participate in student exchange visitations with other schools in the area as guests and hosts.

HEALTH SERVICES

Good health is a prerequisite to learning and is essential to most successful activities. Following are policies to help us maintain safety and health for all students of La Porte High School.

Student Health Services - The school nurse or the Student Services Center is available for any stu-

dent who feels ill or is injured during the school day. A student should report to his/her classroom and then be dismissed to the Nurse's office or the Student Services Center with a hall pass unless the situation is an emergency. Students should always report to class, the Nurse's office, or the Student Services Center. Do not stay in a restroom.

Accidents and Insurance - The school is responsible only for immediate first aid. The Board of Education does not pay any medical or hospital bill incurred as a result of an accident to the pupil at school. The parent or guardian is responsible for the payment of such bills.

We urge you to avail yourself of the protection afforded through school accident insurance which covers the student during school activities to and from school.

In case of an accident, no matter how minor, the student should report it to the teacher immediately. In case of severe accidents or acute illness, emergency care will be given and the parents will be notified.

Medical Transportation - It is the responsibility of the parents to provide transportation and further care of the student if the student becomes ill or injured on school property. Students may not be sent home without parental approval. No student may drive when excused for medical reasons unless parental consent has been given.

Medications - Students who need medication during the school day should bring the medication that is due to be taken during school hours to the Nurse's office on arrival at school. All medication must be in the properly labeled prescription container and kept in the Nurse's Office.

Communicable Diseases - Students returning to school after recovering from a communicable disease must be readmitted through the school Nurse's office. Communicable diseases are German Measles, mumps, chicken pox, scarlet fever, conjunctivitis (pink eye), mononucleosis.

Physical Examinations - All tenth grade students as well as new students at LPHS are required to have a physical examination by a physician.

INSURANCE

Student accident insurance is available at group rates. Students may choose either a school time or a 24-hour coverage policy.

Application envelopes will be distributed at the beginning of the school year. Extra forms are available in the Student Services Center.

EMERGENCY PROCEDURES AND SAFETY

1. EMERGENCY DRILLS

Indiana State law mandates that one fire drill per month occur during the course of each school year. Procedures for this drill are included for review and use. The Assistant Principal/Student Services will schedule and conduct these drills, as directed by the building principal.

The La Porte area frequently is placed on some sort of weather alert such as a "Tornado Watch." When it becomes evident that we are to experience such weather, it is necessary to see that all personnel are moved to a place of safety.

2. FIRE ALARM PROCEDURES

Fire Drill Procedures

- A. The building principal is the only person who may authorize a fire drill, and he is responsible for the establishment of route procedures within his building.
- B. When the fire drill alarm is sounded, students are not to leave the room until the teacher gives the word to proceed. Students are to leave the building in a quiet and orderly manner.
- C. Specific directions for each room are posted at or near the point of exit.
- D. Students should leave the rooms in a single or double file depending on exits, hall size, etc. Students should exit the building quickly and quietly. A student should be assigned to open the room door and hold it open for the exit of all students.
- E. The teacher will be the last one to leave the room and is quickly to check that all windows and doors are closed. Teachers are to take their grade books with them so a check can be made

on all students once they are outside.

- F. In the case of a blocked exit, the room should have a contingency exit. Teachers should be aware of alternate exits and redirect student lines to alternate exits.
- G. Outside the building, students should walk far enough away from the building to be sure that all students leaving the exit can get a safe distance from the building. Drives and entrances should be clear of students. When students are out of the building, there is still need for order and quiet; students should be kept in room groups as much as possible.
- H. If students are in the restroom when the fire alarm is sounded, they should walk out into the hall, go to the nearest exit, join student lines using that exit, and follow instructions of the teacher in charge of that group. Students should not re-enter the building until directed to do so by school personnel.

FIRE ALARM — A REAL FIRE

- A. If a fire is discovered in any part of the building, the first duty of any person discovering the fire is to turn on an alarm. No attempt should be made on the part of teachers to extinguish the fire until the safe exit of all pupils is assured.
- B. If the hallway is filled with smoke or the door will not open due to heat, the teacher will tell students to take their seats. The closed door will give 20 to 30 minutes of protection from heat and smoke. The teacher will open the window and tell arriving firemen that they are trapped in the room. The firemen will remove the students and teacher via ladders. Students in the exterior ground floor classrooms would be able to exit through the windows.

SCHOOL SPONSORED DANCE RULES

All school sponsored dances: Face to face is the only dancing permitted. All student handbook requirements apply. If in the opinion of school chaperone a student's behavior does not meet the appropriate school standards, the student (s) will be asked to leave the dance.

PROM: It is the policy of LPHS that any Junior or Senior in good standing may attend Prom. All Senior and Juniors may ask any underclassmen at LPHS in good academic standing. A permission slip must be filled out and approved by an Assistant Principal prior to purchasing a ticket.

If a guest is no longer in high school, they must have a high school diploma, TASC/GED certificate, or be in the process of obtaining their TASC/GED. Students under expulsion from any school are not allowed to participate. The LPHS administration may require proof of such documentation. In addition, guests must submit a letter stating they are in good standing. The letter must be submitted by a non-relative. The letter need not be lengthy and may come from various sources such as a supervisor, boss, academic advisor, college RA, pastor or clergy, etc. The letter must be turned in with the permission slip. Permission slips must be filled out and approved by an Assistant Principal prior to purchasing their ticket.

Guests must complete and sign prom permission slips, including a parent signature, if under the age of 18, prior to LPHS Administrators approval.

If you are a Junior or Senior in good standing and are inviting a former LPHS student, a graduate from another school, or a student of Sophomore or higher status (16 credits) from another school you must obtain a permission slip. Guests must complete and sign prom permission slips, including parent's signature, if under the age of 18, prior to LPHS Administrators approval. All permission slips must be filled out, signed and approved by an Administrator. When needing the signature of an administrator, please give to Student Services. Bring the completed form when purchasing tickets.

Permission slips will be kept on file. The permission slip must be filled out and presented at the time of ticket purchase. In an effort to promote safety and the best interests of the students involved no one age 21 and older will be allowed to attend a dance.

School administration may revoke the privilege for students to attend prom for various reasons such as a lack of good standing, discipline history, lack of academic progress, and/or attendance history. See LPHS good standing agreement.

INVESTIGATION OF SUSPECTED ABUSE/NEGLECT CASES

Once the School Corporation has made a report to the Indiana DCFS of suspected abuse or neglect,

it is that agency's responsibility to direct the conduct of any investigation. Toward that end, should the DCFS request the presence of a police officer during the questioning of a child while at school, this request will be honored. For all students, but especially those of elementary school age, a member of the school faculty, either a teacher or the principal, will also be present. This will be done in an effort to make the student as comfortable as possible. In certain circumstances where the student expresses a desire that school personnel not be present, this request will be honored.

The DCFS will make every effort to send a note home after a child has been interviewed by the DCFS and/or the police in order to advise the parents that such an interview has taken place. However, this will be done at the DCFS and/or the Police Department's discretion. In all events, the school principal and/or the teacher shall be advised when a student has been interviewed. Also, the principal shall be advised if a note is not being sent home by the Welfare Department. The School Corporation will make these notes available in each school for use by the DCFS.

RELEASE OF CHILDREN POLICY

In order to help protect the safety and health of its students, the Board of School Trustees of the La Porte Community School Corporation hereby adopts this policy governing the release of students.

In general, students may be released either during school hours or after school to either parent where to the best of the school official's knowledge, the parents are married to each other and still living together, or unmarried, but living together.

In the event of divorce, school officials shall release students only to the custodial parent unless the custodial parent has provided, in writing, permission for the release to any other person. In the event that court awards joint custody to parents, the school shall release students to either joint custodial parent.

School officials shall abide by any written court order which is received directing the release of students to any person.

In any other situation where a person ordinarily would have the authority to direct the release of a student and wishes the student released to any other person, such authority must be provided to the school official in writing.

In the event the school official is presented with conflicting information or for any reason is unsure as to whom a student should be released, a school official shall only release to a custodial parent or contact the Indiana DCFS and/or the La Porte Police Department, depending upon the circumstances.

Release of students must be for justifiable reasons as discussed and determined in conjunction with the building principal; otherwise students may be subject to a violation of the attendance policies.

ARRESTS

Should it become necessary for a law enforcement officer to effect the arrest of a student while in school, the officer will first contact the building principal. Upon being informed by the officer that he intends to arrest a student, the principal will provide all assistance necessary. Both the officer and the principal will cooperate in effecting the arrest in the most appropriate manner possible so as to avoid confrontation, conflict and disruption in the school. It is not the principal's position to ascertain whether the arrest is proper as this is the sole responsibility of the arresting officer. If a law enforcement officer determines that misconduct at school could result in an arrest, the officer could refer the student to Teen Court instead of arrest.

QUESTIONING OF STUDENTS

Law enforcement officers will not ordinarily seek to question juvenile suspects in the school setting. However, if unusual or emergency situations arise where the law enforcement officer believes it is imperative to question a student either because the student may be a witness, a suspect, or have information which is needed, the school corporation will make the student available to the law enforcement officer. The school will also contact parents to advise them that such questioning is taking place.

The school and the law enforcement officer will cooperate in determining whether the questioning must proceed before the parents arrive. Any concerns about the admissibility of information received during such questioning are the responsibility of the police department and the prosecutor's office,

and are not the concern of the school or the school corporation.

CAFETERIA AND LUNCH PERIODS

1. LPHS currently has three separate thirty-minute lunch periods. Students will eat lunch during the lunch period they are assigned.
2. Students may bring a lunch prepared at home or purchase food prepared in the school cafeteria.
3. Several serving lines are provided to serve the students as efficiently as possible.
4. Food is not to be delivered from outside to LPHS.
5. Students are to eat their lunches in the cafeteria. They are to dispose of their own waste in the containers provided, return trays to the area provided, and push their chairs under the table.
6. Students are expected to arrive for lunch within the passing period. If they are not in the cafeteria area within this time, they may be disciplined for being out of the designated area.
7. Students are to remain in the cafeteria areas until the bell rings to dismiss them to their classes.

BUS CONDUCT

1. Desirable student behavior on the bus is expected of all students. When riding the bus, the students are to:
 - a. Follow the directions of the bus driver.
 - b. Stay seated, facing front, in selected or assigned seat.
 - c. Keep hands, feet, books, pencils, etc. to themselves.
 - d. Not smoke, eat, or drink on the bus.
 - e. Not use abusive or obscene language.
2. If the student chooses to break the rules, the misbehavior may result in but not necessarily be limited to, the following:
 - a. Warning by bus driver and/or assigned seat by bus driver.
 - b. Removal from bus by bus driver for 1 day.
 - c. Referral to the principal on bus conduct behavior form, parent contact, and in-school conference.
 - d. Parent conference with building administrator.
 - e. Suspension from riding the bus from one to five days.
3. Students are to ride their assigned bus at all times. Permission to ride another bus will be granted ONLY in cases of extreme family emergency.
4. Students wishing to ride another bus must have a note from their parents and from the parents of the home to which they are going - the note must be verified and signed by an Assistant Principal.

LOCKER LOCATIONS

Lockers in the building are preceded by either the number 1-5 or letter A-J indicating the hall in which the locker is located. Numbers 1-3 and letters A-G are on the ground floor and those with the prefix of 4-5 or H-J are on the second floor.

EXAMPLE: Locker # 1.100 is on first floor, hallway #1;

Locker # 5.100 is on second floor, hallway 5:

Locker B:100 is on first floor, hallway B;

Locker J.100 is on second floor, hallway J.

LOCKER INFORMATION

Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept locked and in order at all times.

Students must use the locker assigned them. NEVER leave your locker unlocked or give your locker combination to anyone.

If your locker has been damaged or broken into, please report it to the Student Services Center and fill out the appropriate forms. All requests for repairs will be processed through the Guidance Office.

SUDDEN DEATH/SUICIDE

The Board of School Trustees of the La Porte Community School Corporation recognizes that schools today are called upon to deal with many issues which traditionally were not addressed. One of the most serious of these is a student suicide or sudden death. This Board of School Trustees while recognizing the primary parental responsibility in such cases, is concerned about the possibility of suicide threats and attempts by its students and the impact of a sudden death on the entire student body and staff. In an effort to address this very serious problem, it shall be the intent of the La Porte Community School Corporation to provide assistance to our students and staff in an attempt to prevent and deal with the suicide or the sudden deaths of our students.

Toward that end, the Superintendent is directed to formulate guidelines and procedures which implement this policy. At a minimum, these guidelines must include the following:

1. All school personnel shall adhere to all applicable state and federal laws and regulations in reporting a suicide threat or attempt.
2. Parents, the LaPorte County Welfare Department, the La Porte Police Department and any other appropriate agency shall be notified in appropriate and timely fashion.
3. Each school shall have written procedures to be followed by all personnel in dealing with suicide threats or attempts.
4. Necessary training and education shall be provided to all staff members.
5. Guidelines will be instituted and followed in all schools in the event a suicide occurs. These guidelines shall address providing education and counseling for the student body.

POSTHUMOUS DIPLOMAS

Sadly, we occasionally have students die prior to completing requirements for graduation. Guidelines for request of granting posthumous diplomas are as follows:

1. The family of the deceased should submit a written request to the Principal's office requesting a posthumous degree at least two months prior to graduation.
2. The student must have been enrolled as a student at LPHS at the time of death.
3. Posthumous diplomas will be conferred during Commencement season, but not at the main graduation ceremonies. The intent is to honor the student and to celebrate his or her accomplishments in a meaningful way while avoiding an awkward public event that may not be of comfort to the family.
4. The deceased student's name will be listed in the commencement program parenthetically noted "Posthumous." A moment of silence or recognition will be observed at the graduation ceremony for all deceased students of the class.
5. Exceptions to the policy may be approved by the Principal in extenuating or extraordinary circumstances.

ACCUPLACER TEST

LPHS follows all state requirements and guideline for required state testing. Currently the state requires students who meet certain criteria to take a college and career readiness test. The test chosen for this testing requirement is the Accuplacer test. The guidance department and/or the administration will contact students who this requirement applies to.

1. Failed Algebra ECA
2. Failed English ECA
3. Scored lower than 46 on the PSAT as a junior
4. Scored lower than 42 on the PSAT as a sophomore

Students not passing the Accuplacer test will be required to take remediation.

STUDENT RECORDS

Please contact the guidance department.

VIRTUAL LEARNING ACADEMY

Non-traditional students assigned to the Virtual Learning Academy are defined as students who currently do not have a La Porte High School academic day schedule. This would include students who are fifth year seniors or students who have been placed in an alternative setting by LPHS administration. All non-traditional students must adhere to La Porte High School policies and procedures including student dress code and driving procedures.

The goal of the Virtual Learning Academy is to provide an environment conducive for independent student learning so students can reach their academic goals. In order to achieve this goal, all VLA students must abide by the following policies and procedures:

- Non-traditional students are expected to attend the Virtual Learning Academy each day for a 3 hour session. Times will be arranged with VLA staff
- Non-traditional students will utilize door #8 for arrival and departure from school. Students are to park in the F Street student lot only.
- Access to La Porte High School will be limited to G15 and the restrooms located in F Hallway. All other locations in the building may only be accessed with approval from VLA Director, VLA staff, administration, and/or guidance office.
- Virtual Learning Academy hours are:
 - 7:15 - 4:00 Monday - Thursday
 - 7:15 - 3:00 Friday
- If students fail to make academic progress or do not adhere to VLA procedures, the student may be removed from the program. The Virtual Learning Academy is located in Room G15 at La Porte High School.

Slicer Support Services

LPHS Slicer Support Services offers comprehensive counseling for student issues pertaining to substance abuse/dependence, suicide prevention, grief and loss, and other related concerns. Slicer Support Services Coordinator, Christine G. Rosenbaum, works with students who are referred by LPHS administration and staff, parents, and through self-referral. Strategies such as brief motivational intervention and other evidence-based interventions are utilized in individual and group sessions. Slicer Support Services provides counseling at no cost and adheres to the highest standards of confidentiality by following the American Counseling Association (ACA) Code of Ethics. All records maintained in Slicer Support Services are kept confidential and do not become part of the student's academic file. Mrs. Rosenbaum may be contacted in Slicer Support Services in F21 via email at crosebaum@lpcsc.k12.in.us or by calling 219-362-3102 ext. 3365.

ACADEMIC CHECKLIST

Criteria to be including in the LPHS Student Academic Checklist

For Freshmen-Juniors:

10 credits or more credits per year

12 or more credits per year for Honors Diplomas

Pass the Algebra ECA

Pass the English 10 ECA

Take the PSAT

Complete the Career Cruising Inventory

Complete the ASVAB (if interested in the military)

Complete the ACT (if college bound)

Complete the SAT (if college bound)

Complete at least one dual credit course

For Seniors:

Attain remaining credits toward the chosen diploma

Retake the Act or SAT if needed

Complete the FASFA

Complete college application (if college bound)

Student/Athletes:

Maintain a minimum 2.2 GPA each trimester

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. Hats or headdresses are NOT allowed in the buildings.
- c. Mugging, threats, or intimidation are NOT allowed.
- d. Illegal drugs, including LSD and CRACK, are NOT allowed.

5500 F1

STUDENT HANDBOOK CERTIFICATION

We, _____ and _____
Parent/Guardian Student

have received and read the **La Porte High 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

5341 F1 – EMERGENCY MEDICAL AUTHORIZATION PERMIT

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: _____

o I have updated this information through the Parent Access system.

GRADES 6 – 12 ACCEPTABLE USE POLICY VERSION 3.0

INTERNET – Terms and Conditions

The terms and conditions for Acceptable Use of the Network have been adopted to help ensure usage of the Internet and all other aspects of the network as an educational resource per Board policy. The list of Terms and Conditions is not all inclusive. Interpretation, application, and modification of this Acceptable Use Policy are within the sole discretion of LaPorte Community School Corporation. Any questions or issues regarding this policy should be directed to the LaPorte Community School Corporation Director of Technology Services.

Guidelines for Network Acceptable Use

Privilege Guidelines

- No student or patron shall have access to LPCSNet without having a signed Application for Account on file with the school corporation. This applies to Internet access via LPCSNet
- 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. Building administrators will deem what is inappropriate use and their decision is final.
- Students and staff must follow the Internet access procedures as defined by the administration and staff of the individual buildings within the corporation.

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 LaPorte Community School Corporation.
- The use of the Internet resources may not be used in violation of any U.S., state, or local regulation.
- The Internet resources may not be used to upload, download, or distribute pornographic, obscene, sexually explicit, racist, or threatening materials.
- The unauthorized installation, use, storage, or distribution of copyrighted software and/or materials on district computers 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 LaPorte Community School Corporation and are not to be considered private. Network supervision and maintenance will require review and inspection of directories or messages. All e-mail is archived as required by state law.
- Students are not allowed to subscribe to listservs or news groups, have e-mail accounts, or use chat programs unless these services are a requirement of the classroom curriculum. Prior approval of the Technology Department is required.

Violations & 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:
 - o Viewing, sending, or displaying offensive messages or pictures
 - o Using obscene language
 - o Harassing, insulting, or attacking others
 - o Damaging computers, computer systems, or computer networks
 - o Violating copyright laws
 - o 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 and disciplinary action according to the Student Handbook Discipline Policy.

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 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.

Personal Security Guidelines

- Users should never reveal personal information, their own or others, such as home addresses and telephone numbers online.
- Users should never meet people in person that they have contacted on the system without parent/guardian permission.
- Users are required to notify their teacher, adult or district representative whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.

Social Networking and BYOT Guidelines

- Current policy does not support student access to social networking sites such as MySpace and Facebook 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 Acceptable Use Policy and will result in the same penalties and disciplinary actions as those defined in this document.
- 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 to be used for educational purposes only. Inappropriate use of personally owned devices whether connected via LPCSnet Wireless or an external provider will result in the same penalties and disciplinary actions as those defined in this Acceptable Use Policy.

Liability

The La Porte 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.

GRADES 6 – 12 ACCEPTABLE USE POLICY VERSION 3.0 **STUDENT NETWORK AGREEMENT (2 PAGES)**

Directions: If you are a 6th-grade or 9th-grade student or are new to the La Porte 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 La Porte 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: _____

STUDENT PERSONAL ACCOUNT SECTION – PLEASE PRINT CLEARLY

Login: _____ Personal Account Password: _____
(to be assigned by corporation) (minimum 6 characters)

If you **DO NOT** wish to have Directory Information released without your prior knowledge and/or con-

sent, 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) _____

Military Opt Out Notification

Federal law requires public schools to release student information to military recruiters upon their request. The school is required to notify parents and students of their right to opt out of this process by requesting the district not release a child's information. The request needs to be in writing. To opt out, please provide check the box and complete the info below and submit it to the counseling office.

Please do not include my child's name on the list for military recruiters.

Student Name (printed) _____

Parent Signature _____