

# WELCOME TO BOSTON MIDDLE SCHOOL

Persons interested in information concerning accessibility, or who may need assistance attending school events or communicating with Boston Middle School personnel should contact the principal's office at 326-6930. The Boston Student Planner contains important information and regulations that apply to all students at Boston Middle School. It is the policy of this corporation that no person shall be excluded from participation in the educational programs, activities, instruction, and facilities of the La Porte Community School Corporation or denied the benefits of or otherwise subjected to unlawful discrimination on the basis of age, race, color, religion, sex, national origin, or handicapping condition including limited English proficiency.

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

## BOSTON MIDDLE SCHOOL AT A GLANCE

Boston Middle School is a three-story structure located at 1000 Harrison Street. It was built as a high school in 1923. The annex to the main building was added in 1931 as part of the Works Progress Administration (WPA) during the depression. The Latin words "LUX ET VERITAS" are carved over the front door. The translation of these words is "LIGHT AND TRUTH". A plaque honoring La Porte High School students who died serving our country during World War II is located on the wall at the entrance to the building. In the fall of 1962 the LPCSC completed a new high school and this building became Central Junior High School. In 1971, when a second Junior High School was completed, Paul F. Boston was honored for his long and distinguished career in education and for his total commitment to the youth of La Porte by having the school renamed Paul F. Boston Junior High School. In 1984, the two junior high schools became middle schools and Boston was officially renamed Paul F. Boston Middle School.

## BMS MISSION STATEMENT

The Boston Middle School community is dedicated to promoting academic achievement, instilling a positive self-concept, encouraging life-long learning, and developing productive citizens who can adapt to an ever-changing world. Be Positive, Be Productive, Be Proud And Have Fun Doing It!

# General Information

## CALENDAR INFORMATION (SCHOOL YEAR AND EVENTS)

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

## SCHOOL DAY

The student day begins at 7:50am and ends at 2:40pm.

## MORNING/AFTERSCHOOL

Students may enter the building at 7:25am for breakfast. They are to remain in the cafeteria until 7:40am. At 7:40am all students enter the building and report to their TA rooms by 7:50am. Students are to remain on school bus, if not eating breakfast. Students must have permission to be in the school building prior to school beginning. On a day when the beginning of the school day is delayed, students may enter the building at 8:40am for a one-hour delay and at 9:40am for a two-hour delay. Students have ten minutes to report to their TA rooms. No breakfast is served on days when the start of school has been delayed. At 2:40pm students are expected to leave the school grounds unless participating in a club or sport activity, using the library, receiving help from a teacher, or serving a detention.

## APPROXIMATE DAILY SCHEDULE BY GRADE

<b><u>6TH GRADE</u></b>	<b><u>7TH GRADE</u></b>	<b><u>8TH GRADE</u></b>
7:40 – 7:50    Lockers	7:40 – 7:50    Lockers	7:40 – 7:50    Lockers
7:50 - 8:05    TA*	7:50 - 8:05    TA*	7:50 – 8:05    TA*
8:08 – 8:58    1 <sup>st</sup>	8:08 – 8:58    1 <sup>st</sup>	8:08 – 8:53    1 <sup>st</sup> Arts
9:01 – 9:51    2 <sup>nd</sup>	9:01 – 9:51    2 <sup>nd</sup>	8:56 – 9:41    2 <sup>nd</sup> Arts
9:54 – 10:44    3 <sup>rd</sup>	9:55 – 10:39    3 <sup>rd</sup> Arts	9:44 – 10:34    3 <sup>rd</sup>
10:47 – 11:17    Lunch	10:42 – 11:27    4 <sup>th</sup> Arts	10:37 – 11:27    4 <sup>th</sup>
11:20 – 12:10    4 <sup>th</sup>	11:30 – 12:00    Lunch	11:30 – 12:20    5 <sup>th</sup>
12:13 – 1:04    5 <sup>th</sup>	12:03 – 12:54    5 <sup>th</sup>	12:23 – 12:53    Lunch
1:07 – 1:52    6 <sup>th</sup> Arts	12:57 – 1:47    6 <sup>th</sup>	12:56 – 1:46    6 <sup>th</sup>
1:55 – 2:40    7 <sup>th</sup> Arts	1:50 – 2:40    7 <sup>th</sup>	1:49 – 2:40    7 <sup>th</sup>

- Times are approximate...Teams will adjust times....Some days will feature a special activity, assembly or guest speaker.
- Occasionally, the TA will meet for an extended time...Some days will feature a special activity, assembly or guest speaker.
- Doors open at 7:40 A.M.

## 2 HOUR WEATHER DELAY SCHEDULE

<b><u>6TH GRADE</u></b>	<b><u>7TH GRADE</u></b>	<b><u>8TH GRADE</u></b>
9:50 – 9:57    TA	9:50 – 9:57    TA	9:50 – 9:57    TA
10:00 - 10:32    1 <sup>st</sup>	10:00 - 10:34    1 <sup>st</sup>	10:00 - 10:33    1 <sup>st</sup>
10:35 – 11:07    2 <sup>nd</sup>	10:37 – 11:10    2 <sup>nd</sup>	10:36 – 11:10    2 <sup>nd</sup>
11:10 – 11:40    LUNCH	11:13 – 11:47    3 <sup>rd</sup>	11:13 – 11:46    3 <sup>rd</sup>
11:45 – 12:17    3 <sup>rd</sup>	11:50 – 12:20    LUNCH	11:49 – 12:22    4 <sup>th</sup>
12:20 – 12:52    4 <sup>th</sup>	12:25 – 12:56    4 <sup>th</sup>	12:25 – 12:55    LUNCH
12:55 – 1:27    5 <sup>th</sup>	12:59 – 1:30    5 <sup>th</sup>	1:00 – 1:31    5 <sup>th</sup>
1:30 – 2:04    6 <sup>th</sup>	1:33 – 2:05    6 <sup>th</sup>	1:34 – 2:05    6 <sup>th</sup>
2:07 – 2:40    7 <sup>th</sup>	2:08 – 2:40    7 <sup>th</sup>	2:08 – 2:40    7 <sup>th</sup>

### SCHOOL CLOSINGS & DELAYS

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

### OPPORUNITIES FOR PARENTS/VOLUNTEERS

Volunteers are an integral part of Boston Middle School. To protect the students and school employees, volunteers will be subject to a background criminal history check. This may be done by contacting the principal's office. Volunteers must provide a license to office personnel if they are remaining at BMS for an extended visit. Parents may visit a classroom or have lunch with their child, but a current criminal background check must be on file with the school corporation and be approved by the principal.

## VISITORS

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

## EDEASE/PARENT ACCESS

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

## GRADING SCALE

A+ 98% -100%	A 92% - 97%	A- 90% - 91%
B+ 88% - 89%	B 82% - 87%	B- 80% - 81%
C+ 78% - 79%	C 72% - 77%	C- 70% - 71%
D+ 68% - 69%	D 62% - 67%	D- 60% - 61% F 0% - 59%

## HONOR ROLL

A student must have "A's" in all academic classes to qualify for the Principal Honor Roll Award. A student must have all "B's" to qualify for Regular Honor Roll. Ribbons and other incentives may be awarded each nine weeks by teachers for various academic achievements.

## ACADEMIC COMPETITION, CLUBS AND ATHLETICS

Boston Middle School students are offered a variety of opportunities to participate in academic competition, both with their fellow Hoosiers and with students from across the nation. The BMS faculty and administrative staff provide sponsorship for the following academic competitions, clubs and athletics:

Hoosier Spell Bowl	National Science Olympiad	Indiana Math League
National Language Arts League	National Geography Olympiad	National Geography Bee
National Social Studies Olympiad	National Spelling Bee	Knowledge Master Quiz Bowl II
American Math Competition		
Future Problem Solvers	Science	Hoosier Academic Super Bowl
Spell Bowl	Knowledge Master Quiz Bowl II	Junior Division
Math Counts	Knowledge Masters Quiz Bowl I	Circle the State Honors Choir
Student Council	Newspaper	Swing Choir
Yearbook	Art	Computer Club
Jazz Band	Science	Pom's

**GIRLS ATHLETICS:** Basketball, Cross Country, Soccer, Swimming, Tennis, Track, and Volleyball

**BOYS ATHLETICS:** Basketball, Cross Country, Football, Soccer, Swimming, Tennis, Track and Wrestling

## TEXTBOOKS

Textbooks are rented to students. If the student takes good care of his / her books, no additional charges will be assessed. If a student loses, damages, or defaces a book additional charges will be assessed for repair or replacement of the book.

## TEXTBOOK RENTAL FEES

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

## STUDENT EMERGENCY INFORMATION

Parents can update student emergency information online via 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.

## INTERNET GUIDELINES/COMPUTER USAGE

An internet usage form must be completed and returned to the designated adult prior to using the internet. Inappropriate use of Internet or computer equipment may result in loss of privileges for determined amount of time, loss of grade/classroom credit, and disciplinary consequence(s).

## ACCIDENT & INJURY REPORT/SCHOOL INSURANCE

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

## EMERGENCY DRILLS

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

## FUNDRAISING/UNAUTHORIZED SALES

All sales of goods on school grounds must be approved by the principal.

## BOOK BAGS/CINCH PACKS

Book bags, cinch packs, and other large bags are to be used to transport books and materials to and from school.

**Students are not allowed to carry their book bag/cinch packs during the school day.**

## LOCKERS

All lockers available for student use on the school premises are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school. Lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. Students are not to share lockers with other students. It is the students' responsibility for the security of their locker, which includes PE lockers. Disciplinary action may occur if students are not following these guidelines.

## DISTRIBUTION AND/OR DISPLAY OF MATERIAL

Distribution and/or display of any materials, including signs and posters must have the approval of the building principal prior to distribution and/or display.

## ACADEMIC HONOR'S NIGHT

Academic Honor's Night is held after the first semester of every school year to recognize academic achievements and attendance of students. Eighth grade students with "5-semester all-A's" will receive special recognition at Awards Night for their accomplishment.

## EIGHTH GRADE DANCE

The last nine-week grading period prior to the date of the event a student cannot have three disciplinary incidents and attend the special dance. Also, a student cannot be assigned to Project ED, OSS, or Day Reporting Center during that nine-week period. Students also need to be passing all their academic classes to attend. This dance is held for 8<sup>th</sup> grade BMS students only. Students must be in attendance in every class the day of the dance. Additional information regarding dress code and rules are provided prior to the event.

## FUN NIGHTS/EXTRA-CURRICULAR FUND RAISING

Fun Nights and extra-curricular fund raising events are sponsored by Boston Middle School each year. Each Fun Night starts at 3:00pm and ends at 4:30pm unless otherwise advertised. Parents are expected to pick their child up immediately after events. If this does not occur, the student may not be permitted to attend the next after-school activity. The same rules and regulations that apply to all school activities govern student conduct at these school functions. Students participating in Fun Night must have attended school the day of the event. Students that receive two (2) EASD, an OSS, an all-day ISS, or an assignment to Project ED/Day Reporting will not be permitted to attend fun night for that nine-week grading period. Project ED/Day Reporting cannot attend Fun Nights any time throughout school year unless there is special permission from an administrator.

## STUDENT SERVICES

### BOOKSTORE/SUPPLIES

Students may purchase supplies for class from the bookstore starting at 7:30am. The bookstore is located on the first floor next to the counselor's office. Pencil and paper machines are located on each floor.

### LIBRARY/MEDIA CENTER

The Boston Library/Media Center, centrally located on the second floor, is open from 7:00 am to 3:45 pm each school day, Monday thru Thursday and Fridays from 7:00 to 2:40. BMS-MC is fully computerized with circulation and collection all available for student use.

## GUIDANCE SERVICES/EDUCATIONAL AND CAREER SERVICES

Boston Middle School provides a comprehensive developmental counseling and guidance program which offers a variety of services for students and parents. These services include:

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

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

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

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

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

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

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

## LOST & FOUND

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

## CONCESSION MACHINES/SODA

Concession machines may be used after school. No soda is allowed at Boston Middle School unless permitted for a special event.

## BREAKFAST AND LUNCH PROGRAMS

Students have the choices to purchase a full lunch or choose from an a la carte menu. Free and reduced priced breakfasts and lunches are also available. Applications may be obtained from the office. Breakfast is served daily starting at 7:25, UNLESS THERE IS A SCHOOL DELAY...THERE IS NO BREAKFAST SERVED ON DALAY DAYS. Students will use finger scan or ID number when purchasing breakfast or lunch. Parents or students will be able to put money into an account to purchase a meal. Students are to enter the cafeteria in an orderly manner and remain seated at all times, unless dismissed by a supervisor. Seats selected will be on a permanent basis. STUDENTS MUST PURCHASE FOOD IN THE CAFETERIA IF PRESENT DURING BREAKFAST. ALL SCHOOL RULES APPLY.

## STUDENT HEALTH SERVICES

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

## STUDENT ILLNESS

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

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

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

The school staff asks for your cooperation. Good health and happiness generate a good school atmosphere and promote school success.

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

## MEDICATION

State law and School Board policy requires that medications must be accompanied by a prescription from the child's physician and parental authorization. In the case of nonprescription drugs, preparations or remedies, a written parental authorization must be on file prior to administration. Students found to be in possession of medication(s) while at school or while involved in school activities will be considered to be in violation of controlled substance rules and regulations. School consequences will be enforced.

## STUDENT HALLWAY PASSES

Students in the hallway during class time must be in possession of a teacher pass or their School Planner and have their planner signed by a teacher. Students cannot use another student's planner in order to have access to hallway passes.

## TELEPHONES

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

## TRESPASS

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

## VALUABLES

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

# STUDENT ATTENDANCE

## District Middle School Attendance Statement:

Punctual and regular school attendance is extremely important for success in school. Students are to be in school every day and on time to all classes.

When it is necessary for a student to be absent from school, a phone call to the school by the parent or guardian must be made **before 9:00 am** to verify the absence (326-6930). An answering machine will record phone calls made outside school hours. If it is not possible to call the school, verification must be in the form of a note to the school on the day the student returns to school. If a telephone call or note from the parent or guardian is not received, a letter from the attendance officer will be given to the student. This letter must be returned to the counselors' office the next school day or the student will be counted unexcused or truant.

## ABSENCES: "EXCUSED"

Excused absences are defined as missing class or school for one of the following verified reasons:

1. Absences excused by state law;
  - a. Disability-any student found to be mentally or physically unfit for school attendance. This provision includes absences due to medical or dental appointments. Appointments are encouraged to be scheduled before or after school whenever possible;
  - b. Extenuating educational reasons such as serving as a page in the state legislature, working for a political candidate at the polls on Election Day, etc. Advance notification by the parent(s)/guardians is required for approval by the principal or his/her designee;
  - c. Religious holiday observances—advance notification to principal or his/her designee by parent(s)/guardians(s) and a church official is required;
  - d. Death of a family member;
  - e. Other extenuating circumstances which shall be decided by the principal or his/her designee, such as extended pre-arranged absences.
  - f. Court appearance;



## ABSENCES: "UNEXCUSED"

Unexcused absences are defined as missing class or school under the following circumstances:

1. Without an excused reason;
2. Any absence that has not been verified;
3. Absences which require approval and prior approval had not been obtained;
4. Expulsions (see suspension rules);
5. When a student misses in excess of ten minutes without consent or approval of school officials, the student will be considered truant from a class and may have disciplinary action assigned. When a student is truant, students are expected to make up work missed;
6. Following three consecutive missed days, a student will be unexcused unless a doctor's note is provided.

## ABSENCES: "EXTENDED & PREARRANGED"

**Extended absences are highly discouraged** as they cause undue difficulties for the teacher and the student misses valuable and irreplaceable instruction. Parents/guardians wishing to remove their child(ren) from school for an extended period of time, which includes family trips or vacations, must notify the guidance office before the absence, by completing and submitting the "Extended Absence Request". The student will be encouraged to complete a vacation essay for the assistant principal as well as complete all missed work so as to stay current with the content delivered in class.

## ABSENCES: "TRUANCY"

A student will be considered truant whenever he/she is absent from school or class/assigned activity for 10 minutes or longer or has purposely been present at an unapproved location, without the permission/knowledge of parents, legal guardians, and/or the designated school official.

## HABITUAL TRUANCY POLICY

Indiana Code 20-33-2-11, which took effect July 1, 2005, prohibits the Bureau of Motor Vehicles from issuing a driver's license or learner's permit to a person who is:

1. At least thirteen years of age but less than fifteen years of age;
2. A habitual truant under the definition of habitual truant established by the Board of Trustees of each school corporation; A habitual truant is defined as a student who is chronically absent by having unexcused absences from school for more than 10 days of school in one school year;
3. Identified in a list submitted to the Bureau of Motor Vehicles.

A student who has been identified as a habitual truant under the statute may not be issued a driver's license or learner's permit to drive a motor vehicle or motorcycle until the person is at least eighteen years of age. In addition, students who are determined to be habitual truants will be referred to Project Attend and/or Project Extended Day.

## TARDIES TO SCHOOL

1. School begins at 7:50 each day. Any student arriving after 7:50 will be considered tardy.
2. Students who arrive at school after classes are in session must report to the guidance office and sign in.
3. After a student has been tardy to school on three (3) occasions, the student's parents(s)/guardians(s) will be notified that when/if an additional tardy occurs, that discipline may be assigned.

## TARDIES TO CLASS

1. Tardiness to class after the first period is between the student/teacher. When a student arrives late for a class, the teacher will admit the student to class with penalty.
2. Students should NOT come to the office for a tardy pass during the school day.
3. Students who have been detained by a teacher conference should request a pass to their next class.
4. For every fourth tardy to class per semester, teacher teams will determine consequences for being late to class.

NOTE: STUDENTS SHOULD BE IN POSSESSION OF A PASS AND/OR THEIR PLANNERS AT ALL TIMES WHEN NOT IN REGULAR CLASS TO AVOID QUESTIONS OF TRUANCY/TARDINESS.

## EXCUSED FROM PARTICIPATION

If it is necessary for a student to be excused from a classroom activity for medical reasons, the student should have a parent signed-request to give to the teacher. If the request is for an extended time, the student will need a physician's statement or note. Students who are unable to participate in the regular activities may be required to complete another reasonable alternative educational assignment or make-up the missed activity.

## MAKE-UP WORK...ASSIGNMENTS AND HOMEWORK

### Absences:

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

### Absences – Assignments and Homework:

Students and parents may pick up an assignment sheet from the counselor's office.

### Absences – Suspension:

Provisions can be made for all school work missed due to a suspension from school to be made-up by the student. All homework information is available on the house assignment sheet that can be obtained from the counselor's office. All work must be turned in when the student comes back to school or otherwise specified by the teacher. Furthermore, the student must bring their books home with them at the time of the suspension.

### Absences – Expulsion:

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

### Absences - Doctor and Dental Appointments:

PARENTS ARE URGED TO MAKE EVERY EFFORT TO SCHEDULE APPOINTMENTS OUTSIDE THE SCHOOL DAY. Students who have appointments during the day are expected to attend classes during those periods that they are not traveling to and from the appointment. When students have appointments, parents must call or send a note to the guidance office prior to 7:45 A.M. starting the date, time, and place of the appointment. The student will be issued a pass, before the start of the day, excusing them from class at the indicated time. The issued pass should be presented to the teacher at the beginning of the class period in which he/she will be excused. The student should report to the guidance

office and inform a secretary that he/she is leaving the building. PARENTS ARE EXPECTED TO COME TO THE PRINCIPAL'S OFFICE AND PICK UP THEIR CHILD. WHEN RETURNING TO SCHOOL, PARENTS ARE TO RETURN THEIR CHILD TO THE PRINCIPAL'S OFFICE. The child will be issued a pass to return to class. Students must make arrangements with the teachers of the classes missed for any missed work during the appointment times.

## HOMWORK POLICY

### STUDENT'S ROLE

To complete homework assignments satisfactorily, the student must possess appropriate work-study skills. The following guidelines will enable the student to complete homework assignments successfully:

1. Accept responsibility for knowing and recording in the Planner each class assignment.
2. Clarify concerns about the assignments before leaving class.
3. Take home the materials needed to complete the assignment. Find a suitable location in which to study or work and budget the necessary time to complete the assignment.
4. Check each assignment for accuracy.
5. Make-up assignments due to an absence.

### PARENT'S ROLE

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

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

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

## STUDENT BEHAVIOR EXPECTATIONS

### GENERAL

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

### CHEATING

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

## EXCESSIVE DISPLAY OF AFFECTION

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

## 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 on and off school property. This rule applies to both participants and spectators.

## STUDENT BEHAVIOR CORRECTIVE ACTIONS

### **TIME OUT:**

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

### **DETENTIONS:**

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

### **EXTENDED AFTER SCHOOL DETENTION (EASD):**

Extended-After-School-Detention is held after school until 4:00 P.M. or 5:15 P.M. and is assigned by an administrator.

### **IN SCHOOL SUSPENSION (ISS):**

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

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

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

### **PROJECT EXTENDED DAY:**

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

If a student is referred to Project ED because of discipline problems, the parents and student will be required to appear before a judge on a date and time to be specified. If the referral is granted, the judge will order the parent and student's participation in this program. Participation requires that the student be present at school starting at 6:15 A.M. at Boston. During this period, activities and organization for the day occur, including showers. After this early morning segment, the student will attend his/her regular school day.

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

### **DAY REPORTING PROGRAM:**

The Day Reporting Program is a final effort by the school to correct behavior problems of a student. As an alternative to

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

## CAFETERIA RULES/GUIDELINES

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

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

## BUS CONDUCT / PROCEDURES

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

## GUM

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

## STUDENT DRESS

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

### **GUIDELINES:**

1. Shirts and Tops: All tops and shirts must be capable of being tucked in. Bare-midriff tops, tank tops, string tops, and

- halter tops, and see through tops are unacceptable. Any shirts worn to school must have sleeves.
2. Dresses and Skirts: Students wearing skirts or dresses (if shorter than knees) to school must have on leggings (not shorts) under the garment.
  3. Pants with holes: Holes in pants above the knees are not to be worn.
  4. Basketball jerseys must be worn with an undershirt. Tops with large arm holes should be worn with an undershirt.
  5. Coats or outdoor wear are not permitted in the classrooms and should remain in locker until dismissal.
  6. No jewelry or chains that could be used as a weapon or depicts a weapon are allowed.
  7. Pants must be of an appropriate size that matches the stature of the individual and must be worn at the waist. **No sagging pants.**
  8. No undergarments should be visible.
  9. Pajama pants and house slippers are not allowed.
  10. Torn and ripped clothes are not to be worn.
  11. Hats are not permitted inside the building unless specified for a special day.
  12. No clothing or accessories suggesting gangs or gang related activities may be worn.
  13. Painting or writing on the body or clothing is forbidden.
- **Final decision is at the discretion of the principal or his/her designee.**
  - **Students who violate the dress code will be asked to wear alternative clothing and/or call parents to bring a change of clothes. Repeated offenses to the dress code will be considered as insubordination with additional, more severe consequences following.**

## STANDARDS OF SUCCESS

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

## SCHOOL CORPORATOIN POLICIES

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

### **STUDENT CONDUCT (LPCSC Policy 5500)**

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

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

- A. allows teachers to communicate effectively with all students in the class;

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

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

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

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

### **STUDENT BEHAVIOR EXPECTATIONS (LPCSC Policy 5500.01)**

The development of positive expected behavior is a continuous task of helping students understand the sense of acting in an acceptable manner. It is the responsibility of the parent to begin this training process and to prepare the student to begin assuming responsibilities appropriate for the school environment prior to the student entering school for the first time and before each school year begins.

Positive student citizenship is an expectation of the La Porte Community School Corporation. Students are expected to live up to the established codes of citizenship as set forth by the norms of the school and community. The school has the right to expect reasonable and self-disciplined behavior on the part of the students. Self-discipline is seen as the most important outcome of education in a nation dedicated to liberty and, therefore, it is imperative that we promote respect for the laws of society and for each person in it. Those in opposition because of their own beliefs should not and will not interfere with the rights of others.

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

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

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

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

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

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

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

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

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

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

**BOMB THREATS** - Students will not make bomb reports or threats if there is no knowledge of an actual bomb or explosive device.

**FIREWORKS, EXPLOSIVES** - Students will not bring any fireworks, explosives, or explosive substances on school property. Fireworks, firecrackers, and cherry bombs are examples of explosives.

**GANG-RELATED BEHAVIORS** - Gang-related activities 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.

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

## **RIGHTS AND RESPONSIBILITIES**

**LA PORTE COMMUNITY SCHOOL CORPORATION EDUCATIONAL TEAM**



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

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

### **LA PORTE COMMUNITY SCHOOL BOARD**

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

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

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

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

### **ADMINISTRATORS**

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

### **TEACHERS**

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

### **PARENTS**

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

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

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

It is expected that parents/guardians:

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

## **STUDENTS**

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

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

As a student, you are responsible for:

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

## **COMMUNITY AGENCIES**

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

## **RULES, REGULATIONS, AND DEFINITIONS**

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

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

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

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

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

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

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

**GAMBLING** - Any and all forms of gambling by students on school property or at school activities is strictly prohibited.

**UNAUTHORIZED SALES** - The possession or sale of unauthorized items is prohibited on school property.

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

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

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

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

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

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

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

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

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

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

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

**DETENTION** - Detention can be held before, during, or after the school day or on Saturdays. Consideration shall be given to other obligations of the student when detention is applied, and parent(s)/guardian(s) shall be notified of the detention. If the detention is to be held outside the regular school day, twenty-four (24) hours' notice should be provided to parent(s)/guardian(s).

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

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

Out of school suspension may be administered by the building administrators for a period not to exceed ten(10) school days per each infraction. Students may be suspended from school for sufficient cause as regulated by State law. Parents are to be notified as soon as possible.

Friday Evening/Saturday School is an option available to teachers and administrators as a consequence for inappropriate behavior.

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

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

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

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

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

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

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

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

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

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

In order to protect students who choose not to use tobacco from an environment that might be harmful to them, the School Board prohibits the use and/or possession of tobacco by students in school buildings, on school grounds, on school buses, or participating in any school-related event.

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.

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

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

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

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

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

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

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

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

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

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

The Board will permit the use of bicycles by students.

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

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

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

### **STUDENT USE OF MOTOR VEHICLES (LPCSC Policy 5514.01)**

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

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

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

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

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

### **STUDENT ANTI-HAZING (LPCSC Policy 5516)**

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

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

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

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

### **ANTI-HARASSMENT (LPCSC Policy 5517)**

#### **General Policy Statement**

It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. The Corporation will not retaliate against any person who makes a report or files a complaint alleging harassment or a violation of this policy. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harass-

ment 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.

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).

### **Other Violations of the Anti-Harassment Policy**

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

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

### **Definitions**

#### **Sexual Harassment**

Pursuant to Title VII 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.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

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.

### **Race/Color Harassment**

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

### **Religious (Creed) Harassment**

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

### **National Origin Harassment**

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

### **Disability Harassment**

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



## **Reports and Complaints of Harassing Conduct**

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

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 set forth in the administrative guidelines that supplement this policy. 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 and the Administrative Guidelines 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 directly observes unlawful harassment of a student is obligated, in accordance with this policy, to 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.

## **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.

## **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 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. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

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

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

A Complainant who is dissatisfied with the Superintendent's decision 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 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.

### **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.

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.

### **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 administra-

tive guidelines. All training regarding the Board's policy and administrative guidelines and harassment in general will be age and content appropriate.

### **BULLYING (LPCSC Policy 5517.01)**

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. 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.

Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, 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. 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 would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

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 may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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. All complaints about bullying behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

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 intentionally false reports may result in disciplinary action as indicated above.

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

#### **Confidentiality**

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

## **Safe School Committee**

In accordance with State law, there shall be a *Safe School Committee* in each school within this corporation (see Policy 8400 - School Safety).

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

## **DISORDERLY CONDUCT (LPCSC Policy 5520)**

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

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

## **DRUG PREVENTION (LPCSC Policy 5530)**

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

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.
- J. any substance represented to be a drug and/or drug paraphernalia

The Board prohibits the use, possession, concealment, or distribution of any drug or drug 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 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; and
  2. provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol; and
  3. assists students to develop skills to make responsible decisions about substance abuse and other important health issues; and
  4. promotes positive emotional health, self-esteem, and respect for one's body; and
  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. 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;

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

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

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular 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 sus-

pect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

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

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

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

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

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

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

- A. "Suspension" shall be the temporary removal of a student by the school principal from the Corporation's program for a period not to exceed ten (10) school days. A student may be suspended for a longer period of time in accordance with the provisions of I.C. 20-33-8-23 pending expulsion.
- B. "Expulsion" shall be the removal of a student from the schools of this Corporation for a period not to exceed the number of school days remaining in the school year in which the incident took effect, if the incident occurs during the first semester. If the incident occurs in the second semester, the Superintendent may expel the student for the remainder of the current school year, summer school, and the first semester of the next school year in accordance with the provisions of I.C. 20-33-8-26

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

If the student brings a deadly weapon as defined in I.C. 35-41-1-8 onto Corporation property or is found to possess a deadly weapon on Corporation property or at a school-related activity, s/he shall be

expelled for a period of not more than one (1) calendar year. The Superintendent shall notify the law enforcement agency designated by the Prosecuting Attorney immediately when a student possesses a firearm, destructive device, or deadly weapon on school property or at a school-related activity.

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

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

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

### **DEFINITION OF SCHOOL JURISDICTION (LPCSC Policy 5610...3<sup>RD</sup> Paragraph)**

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

### **STUDENT DISCIPLINE (LPCSC Policy 5600)**

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

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

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

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

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

The Superintendent will promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:



- A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- B. do not discriminate among students;
- C. do not demean students;
- D. do not violate any individual rights constitutionally guaranteed to students.

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

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

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

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

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

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

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

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

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

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

In addition to the grounds specified above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property, including

any unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

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

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

- A. "Suspension" shall be the temporary removal of a student by the school principal from the Corporation's program for a period not to exceed ten (10) school days. A student may be suspended for a longer period of time in accordance with the provisions of I.C. 20-33-8-23 pending expulsion.
- B. "Expulsion" shall be the removal of a student from the schools of this Corporation for a period not to exceed the number of school days remaining in the school year in which the incident took effect, if the incident occurs during the first semester. If the incident occurs in the second semester, the Superintendent may expel the student for the remainder of the current school year, summer school, and the first semester of the next school year in accordance with the provisions of I.C. 20-33-8-26

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

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

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

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

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

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

### **IN-SCHOOL SUSPENSION (LPCSC Policy 5610)**

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

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

The Superintendent shall establish administrative guidelines to implement this policy.

**ON THE FOLLOWING PAGES  
ARE SEVERAL FORMS  
THAT SHOULD BE  
COMPLETED AND RETURNED  
TO YOUR CHILD'S TEACHER  
AS SOON AS POSSIBLE.**

As parents, it is important to be given the opportunity to know the information contained in this handbook. It is the school's expectation that all parents receive this information and that parents become familiar with it. Programs, rules, procedures, and policies are created to help ensure the education, safety, and social/emotional well being of the children of La Porte Community School Corporation. These programs, rules, procedures, and policies have been approved by the Board of School Trustees and will be in place and followed explicitly for the current school year. As parents, your understanding of the Student Handbook contents and your cooperation with the programs, rules, procedures, and policies is important.

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

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

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

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5500 F1

***STUDENT HANDBOOK CERTIFICATION***

We, \_\_\_\_\_ and \_\_\_\_\_  
Parent/Guardian Student

have received and read the **Boston Middle School Student Handbook**. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School Corporation.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**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: \_\_\_\_\_

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 La Porte 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:
  - ✓ Viewing, sending, or displaying offensive messages or pictures
  - ✓ Using obscene language
  - ✓ Harassing, insulting, or attacking others
  - ✓ Damaging computers, computer systems, or computer networks
  - ✓ Violating copyright laws
  - ✓ Using another's password or another's stored files
  - ✓ Trespassing in another's folders, work, or files
  - ✓ Intentionally wasting limited resources
  - ✓ Employing the network for commercial purposes
  - ✓ Breaking security by sharing your password with others

- Vandalism is defined as any malicious attempt to harm equipment or destroy or alter data of another user, LPCSNet, or any other network or computer system. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in loss of access 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 LaPorte 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**

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

### ***Student Section***

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

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

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ***Parent or Guardian Section***

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

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

Parent or Guardian (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

### ***Sponsoring Teacher Section***

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

Teacher's Name (please print) \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **Student Personal Account Section – Please Print Clearly**

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



**La PORTE COMMUNITY SCHOOL CORPORATION  
PEST CONTROL POLICY  
PARENT/GUARDIAN NOTIFICATION**

La Porte Community School Corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

La Porte Community School Corporation practices *Integrated Pest Management* techniques, which call for non-chemical treatment for pest control whenever practical. With the exception of applications to control an observed pest that poses an immediate threat to students present, pesticides will not be applied during normal instructional hours when school is in session. The application of fertilizers and weed-control products may be applied during instructional hours while school is in session provided that the area is not immediately adjacent to student-occupied buildings.

***Pesticides will be applied by certified pesticide applicators and when students and staff members are not present, such as during non-instructional time or during school vacation periods.***

La Porte Community School Corporation will:

1. Inform annually parents and staff members of the corporation's pest control policy at the time of student registration.
2. Provide the name and phone number of the person to contact for information regarding pest control. ***Please contact Marc Cizewski, Director of Facilities, (219) 362-7145.***
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
4. Provide notice of planned pesticide applications to parents and employees who have requested advanced notice.
5. Provide notice of all pesticide applications to school nurses.
6. Maintain written record for at least 90 days of any pesticide applications.

The corporation will provide notice at least two school days prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact the school for more information. **Whenever possible, pesticide applications will be done during non-instructional time or during vacation periods.**

In case of emergency pesticide applications because of immediate threat to the public health, the school shall give written notice as soon as possible.

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**REQUEST FOR NOTIFICATION OF PESTICIDE APPLICATIONS**

School Name \_\_\_\_\_ Student Name \_\_\_\_\_  
Name \_\_\_\_\_ Email Address \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

If you **DO NOT** wish to have Directory Information released without your prior knowledge and/or consent, please complete this form and return it to your school principal.

# DENIAL OF PERMISSION TO RELEASE DIRECTORY INFORMATION

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

\_\_\_\_\_, deny permission to release Directory  
(please print)

information about my child without my prior, written consent.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

- \_\_\_\_\_ Honor Roll Recognition
- \_\_\_\_\_ Scholarship Announcement
- \_\_\_\_\_ Athletic/Academic Team Achievement
- \_\_\_\_\_ Student Work & Photographs on School Corporation Web Pages  
(Any photo identification would include first name only per Corporation policy)
- \_\_\_\_\_ Photographs, Videos, and Student Name & Grade
- \_\_\_\_\_ Other (please specify) \_\_\_\_\_