



EAST PORTER COUNTY

SCHOOL CORPORATION

STUDENT HANDBOOK 2019-2020

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INTRODUCTION

The East Porter County School Corporation Student Handbook provides a summary of the key points of East Porter County School Corporation School Board Policies that apply to students. The Board Policy Manual should be consulted for full text of a particular policy. If the provisions of the handbook contradict board policy, the board policy prevails.

Non-Discrimination Policy

It is the policy of East Porter County School Corporation not to discriminate on the basis of age, race, color, national origin, ancestry, religion, creed, size, sex, or handicap in its educational programs or employment policies as required by the Indiana Civil Rights Acts, IC 22-9-1, 1C 20-33-1, Title VI and VII of the Civil Rights Act of 1964, The Equal Pay Act of 1973, Title IX (1972 Educational Amendments), and Section 504 of the Rehabilitation act of 1973. The non-discrimination policy applies to students' access to courses and programs, athletics and physical education, guidance and counseling, vocational programs, financial assistance, remuneration, and other matters related to personnel.

Inquiries regarding compliance with Title IX should be directed to:

Superintendent
East Porter County School Corporation
P.O. Box 370
502 East College Avenue
Kouts, Indiana 46347

Inquiries regarding Section 504 should be directed to:

Superintendent
East Porter County School Corporation
P.O. Box 370
502 East College Avenue
Kouts, Indiana 46347

or:

The Office of Civil Rights
U.S. Department of Education
Washington, D.C.

Vision Statement

It is the vision of the East Porter County School Corporation to be the school corporation of choice.

Mission Statement

It is the mission of the East Porter County School Corporation to educate each child in preparation for the future.

School Corporation Core Values

The East Porter County School Corporation embraces and purposefully teaches values that are universally acknowledged across all cultures and economics levels as ones that are desirable and necessary for individuals to be productive members of society.

Appreciation	Caring	Citizenship	Cooperation	Effort & Determination
Honesty	Integrity	Kindness	Respect	Responsibility

ADDRESSING SCHOOL-RELATED CONCERNS

The East Porter County School Corporation strives to respond to parent concerns and believes a strong partnership is essential in developing a positive, interactive educational environment. We feel it is our role as adults to set an example to children by addressing concerns and complaints in a proactive and appropriate way.

The following procedures/steps are required for typical types of concerns which fall in the categories or programs personnel, curriculum, and rules and policies:

1. Schedule an appointment with the person directly involved with the concern. For example, if the concern is with a situation which occurred in a classroom, discuss the situation first with the classroom teacher. Most concerns are resolved at this level.
2. Schedule an appointment to meet with the next level supervisor, i.e. Athletic Director (if in the area of athletics) or Principal.
3. If a resolution is not obtained, schedule a meeting with the Superintendent. The above are meant to suggest a general guide and “chain of command” in addressing concerns or problems. There may be situations where it is appropriate to talk first with the Athletic Director or Principal.

GENERAL INFORMATION

Attendance Districts

The School Corporation is divided into three campuses by township – Pleasant, Morgan and Washington.

Place of Residence

A student’s residence is with parents or legal guardians. This residence must be within the boundaries of the East Porter County School Corporation and a specific township campus. All parents or guardians are required to provide proof of residency. Parents who do not have legal settlement within the East Porter County School Corporation may enroll their children in accordance with board policy. Tuition must be paid before the student enrolls.

Grade Placement

Children who are entering school for the first time under compulsory attendance laws (at age seven) will be placed in first grade unless kindergarten placement if requested by the parents/guardians. If first grade placement seems questionable, student readiness levels may be evaluated by the principal and teacher with parent/guardian input. Specific grade or class placement will be the sole responsibility of the principal whose decision shall be final.

Placement from Home School

Students entering East Porter County schools from a home-school environment will be required to take grade placement tests, final exams, end-of-year tests and quarterly assessments. The student's performance on these tests, along with analysis of other samples of academic ability will determine the student's grade level placement. The principal will have the final decision in placement of the student.

Kindergarten Entrance

Each child enrolling in kindergarten must be five years of age on or before August 1 of the upcoming school year. A student's age must be verified within twenty calendar days from the date of the child's enrollment by a certified copy of a birth certificate.

All students, including kindergarten students who have participated in spring pre-registration, must register with the school prior to the first day of school. Kindergarten pre-registration takes place during the spring in either March or April.

Elementary Teacher Request

Matching students with teachers and other students in a class is an important and challenging task. All students learn differently and each teacher instructs differently. To help in the process of developing classes where there is a good and productive relationship among the students and the teacher, The East Porter County School Corporation permits parents who have unique and special academic concerns for their child to make a total of two (2) requests for a teacher for all elementary years. Parents should carefully read the following guidelines before submitting a request. Not all requests can be accommodated, and the final decision of the placement of students in a particular class rests with the principal. There is no appeal process.

All requests must be for academic reasons.

- Many factors, including but not limited to academic and social considerations, total class size, male/female ratio, and heterogeneous grouping are reviewed in the placement decisions. The final decision on all student placements rests with the principal after due consideration of staff recommendations and parent requests.
- It may not be possible to honor all requests. Teaching assignments may need to be changed late in the summer and requested teachers may not be available.
- Parents may request a particular type of classroom environment, with or without specifying teachers. Parents who request specific teachers **must include a first and second preference.**
- Parents are cautioned not to request placement or non-placement based upon what they may have heard about a teacher or teachers from other parents or community members. Just as each child is unique, so is each teacher. An experience that other parents or students may have had with a teacher may be totally different from what your child could have with the same teacher.
- **ONLY WRITTEN REQUESTS RECEIVED ON THE REQUEST FORM BEFORE MAY 10 WILL BE CONSIDERED.** Parents must complete the form and return it for the requests to be considered. Please contact the school secretary for the form. Requests submitted through other methods, such as an e-mail, letter, written note, or verbal message will not be considered. All parent requests received by the deadline will be strongly considered. However, the final placement decision is based upon a variety of factors. The final decision is made by the principal. **Late requests will not be considered.**

- Parents will be notified of their child's class assignment in August.

Retention

Elementary:

A decision to retain a child is never easy for parents or teacher, but has to be made with the child's best interest in mind. Even though many factors are used to determine whether a child should be retained, most retentions are due to:

1. Immaturity – the child simply needs another year to mature in order to be able to succeed at the present level.
2. Academic failure – the child was not able to demonstrate mastery of the Indiana Academic Standards for that grade level.
3. Absences – the child has been absent 20 or more days.

Teachers will begin to notify parents in the spring if they feel a student should be retained. If the parents disagree with the teacher's decision, a conference will be held with the principal and concerned parties to discuss a solution. The final decision for grade placement rests with the principal.

Middle School:

Any 6th, 7th, or 8th grade student who receives four (4) or more grades of F as semester averages in English, math, science, and social studies during any one school year may be retained at that grade level and repeat all courses for that grade the following school year. The average reading grade and language arts grade will determine the English grade for 6th grade students. If there are extenuating circumstances, exceptions to this policy may be granted by the principal. The principal shall make the final decision regarding the student's grade level placement.

Interagency Agreement

In October 1995 Circuit Court Judge Raymond Kickbush signed an interagency agreement between local youth service providers and the legal system permitting the exchange of information regarding juveniles under the jurisdiction of the Court as a means of preventing delinquency and providing a safer community. "It is therefore ordered by this Court that any information in the possession of various youth providers, police departments, and school corporations concerning the juveniles under the jurisdiction of this Court and their families, may be released to and exchanged among participants of such interagency agreement to further effectuate the purposes of that agreement together with those other designated individuals representing such agencies and having a legitimate and official interest in such information as exchanged."

Withdrawal from School

Students who find it necessary to withdraw from East Porter County School Corporation for an extended period of time or permanently should use the following procedure:

1. Secure withdrawal form in the guidance office or principal's office.
 - a. Parents must sign this form if student is under 18 years of age.
 - b. Present form to each current teacher who will record a current grade in class and initial the form.
 - c. Return all materials to the media center and have the director indicate return of the materials on the form.
 - d. Clean out locker and return textbooks to each current teacher who will initial the form.
 - e. The secretary will also initial the form when all financial obligations of the student to the school have been resolved.
2. Return completed form to guidance department or principal's office.

3. Include name and address of new school if transferring. Copies of the permanent record will be made available.

Refund checks to parents/guardians will be sent upon completion of the above process and signing of a claim. Refunds will be given on non-consumable textbook rental as listed in the table below.

The following policies pertain to students who withdraw during the year:

1. No refund will be made on consumable items (i.e., workbooks).
2. In the event a student withdraws and transfers to another school, a refund prorated on the basis of the time of withdrawal will be made on textbook rental.

K-12 Textbook Rental Refund Schedule	
Withdrawing within	Fraction to be Refunded
First 9 weeks	$\frac{3}{4}$
Second 9 weeks	$\frac{1}{2}$
Third 9 weeks	$\frac{1}{4}$
Fourth 9 weeks	None

Grading Policy

Semester average grades are determined using the following procedure.

First nine weeks = 40% of the final semester grade

Second nine weeks = 40% of the final semester grade

Final exam = 20% of the final semester grade

Grades within each of these categories are determined by percentages for the specific category.

If a nine-week or final exam grade falls within one of the ranges listed below, the letter grade will correspond with that percentage.

Grading Scale

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
100-98.50	98.49-92.50	92.49-89.50	89.49-87.50	87.49-82.50	82.49-79.50	79.49-77.50	77.49-72.50	72.49-69.50	69.49-67.50	67.49-62.50	62.49-59.50	59.49 and below

Each of the final percentages will be averaged together according to the 40/40/20 formula to determine the percentage for the semester grade. The percentage will be used to determine the letter grade.

The semester grade is calculated as follows: $(94 \times 2) + (85 \times 2) + 88 = 446/5 = 89.2$, which is what Skyward lists as the final grade and then applies our grading scale to assign a letter grade of B+ Please note: Grades are not rounded.

Semester grades, not nine-week grades, are used to determine class rank at the high school level.

Final semester grades are given point values. The grading system as the following point values for grades:

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
4.0	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	.67	0

Weighted Classes

The rigor of the class determines whether Advanced Placement (AP) classes and dual-credit classes will be weighted using the 5.0 scale. Therefore, some AP classes or dual-credit classes may not qualify for the weighted scale.

No other classes aside from AP and dual-credit classes will qualify for the weighted scale.

Students enrolled in AP classes are required to take the corresponding AP exam. The exam may be paid for by the Indiana Department of Education or by the student's parents.

The percentages within the weighted classes are determined according to the grading policy (40/40/20) and .99 – 100 = A+. Final grades in weighted classes are determined using a 5.0 scale instead of a 4.0 scale.

Point Values for Weighted Classes

A+	5.0	B+	4.33	C+	3.33
A	5.0	B	4.0	C	3.0
A-	4.67	B-	3.67	C-	2.67

Grades of D+ or lower are not weighted.

Beginning with the Class of 2020: All Advanced Placement (AP) classes and dual-credit classes, excluding dual-credit vocational courses, will be weighted using the 5.0 scale.

No other classes aside from AP and dual-credit classes will qualify for the weighted scale. Students enrolled in AP classes are required to take the corresponding AP exam. The exam may be paid for by the Indiana Department of Education or by the student's parents.

The percentages within the weighted classes are determined according to the grading policy (40/40/20) and .99 – 100 = A+. Final grades in weighted classes are determined using a 5.0 scale instead of a 4.0 scale.

Point Values for Weighted Classes

A+	5.0	B+	4.33	C+	3.33	D+	2.33	F	0
A	5.0	B	4.0	C	3.0	D	2.0		
A-	4.67	B-	3.67	C-	2.67	D-	1.67		

Credit Recovery

High school students may retake a course for a higher grade only if they are doing so to qualify for the Academic Honors or Technical Honors Diploma. A student earning an F, D-, D, or D+ may retake the class one time. For 8th grade students, refer to *Credit Bearing Classes Taken in 8th Grade*. The grade originally earned from the class will remain on the student's transcript, but the grade will not count in the student's GPA. The grade earned from the second attempt at the class will appear on the student's transcript and will count in the student's GPA. Credit cannot be awarded for both the first and second attempts at the same class.

On-line Classes

High school students are able to take on-line classes under certain circumstances.

Circumstances for Enrollment -

High school students will be permitted to enroll in online classes in the following circumstances:

1. The class is not offered at any school in East Porter County;

2. There is a conflict in the student's schedule that cannot be resolved by rearranging the student's schedule and the conflict would prevent the student from graduating at the expected time or from qualifying for an Academic Honors Diploma or a Technical Honors Diploma;
3. Due to the student's health, the student cannot regularly attend school;
4. To graduate before completing eight semesters of high school;
5. To meet Indiana graduation requirements when a student transfers from another state.

A student may not enroll in an online class to avoid a particular teacher.

Application for Enrollment –

Students will be required to complete an enrollment application, which is to be signed by the student's parent(s), guidance counselor, and principal. The completed application must be submitted to the guidance counselor by May 1 for summer school and the upcoming school year.

Enrollment requires the approval of the guidance counselor and principal.

Length of the Student's Day –

The student's school day shall not be shortened in compensation for enrolling in an online class. The student will be expected to attend school during regular school hours, unless a shortened day is medically necessary as substantiated by a physician's written statement.

Setting –

The student may access the online class at his or her school if the student has an open period during the day. The student may also access the class outside of the school day from home or any other location where Internet access is available.

Finals –

All students taking an on-line class will be required to take the final at school under the supervision of school personnel. Additionally, the student must pass the final to pass the class and to earn credit for the class regardless of other grades earned during the term of the class.

Equipment and Materials –

If the student's schedule permits him or her to access the class during the school day, the student may use a computer at school. The school corporation will not provide computer equipment in the student's home or provide an Internet connection or pay for an Internet connection in the student's home. The cost for materials (i.e., textbooks, reference books, etc.) will be charged on the textbook rental form.

Approved Providers –

1. East Porter County School Corporation Odysseyware
2. Indiana University High School
3. Indiana Virtual Academy
4. Ball State Indiana Academy for Science, Mathematics, and Humanities
5. Indiana Course Access Portal (iCAP)

Allowable Number of Credits –

High school students will be permitted to earn twenty-percent of the number of credits required for graduation and diploma requirements. For a Core 40 Diploma, a student may earn eight (8) credits online. For an Academic Honors Diploma or a Technical Honors Diploma, a student may earn ten (10) credits online.

Students taking classes through the Valparaiso High School After-School Options Program must earn at least a grade of B in the classes for credit to be awarded.

Grade Point Average –

Letter grades from online classes will be used in the calculation of grade point average, class rank, or awards such as valedictorian or salutatorian.

Cost of Classes –

There will be a cost to students enrolling in the East Porter County School Corporation Odysseyware or in summer classes through the Indiana Virtual Academy.

- Odysseyware
There will be a \$35 fee for any course that utilizes Odysseyware as the content provider.
- Indiana Virtual Academy
Summer classes through the Indiana Virtual Academy. There will be a \$45 fee for each class, which will be refunded if the student completes the class with at least a grade of C.

If the class is required for to qualify for an Academic Honors Diploma or Technical Honors Diploma, and the class or another class that would satisfy diploma requirements is not available in the School Corporation, the School Corporation will pay for the class. If the School Corporation pays for the class, the School Corporation will choose the provider of the class. In all other cases, the student's parent will pay for the class(es).

Credit-Bearing Classes Taken in 8th Grade

Students in 8th grade are permitted to take Algebra I for credit. All students in 8th grade are required to take the College and Careers class, which also bears high school credit.

In order to earn high school credit, the student must have a grade of C- or higher in the class each semester. The grade from this class will count in the student's high school GPA, and will be used in determining class rank throughout the student's high school career.

A student earning an F, D-, D, D+, C-, or C may retake the class one time (either during summer school or freshman year). The grade originally earned from the class will remain on the student's transcript, but the grade will not count in the student's GPA. The grade earned from the second attempt at the class will appear on the student's transcript and will count in the student's GPA. Credit cannot be awarded for both the first and second attempts at the same class.

Early Graduation Requirements

In order to graduate from high school, a student shall meet all of the academic requirements of the State Board of Education and the East Porter County School Board.

A student must attend at least six (6) semesters in high school, but will be permitted to graduate in fewer than eight (8) semesters if the student:

1. has a grade point average of at least 3.0 at the time of graduation,
2. has earned at least forty-two (42) credits,
3. is recommended for early graduation by the high school principal and guidance counselor; and,
4. meets the eligibility requirements for the Mitch Daniels Early Graduation Scholarship (IC 21-12-10), with the exception of the number of credit hours (refer to item #2 above), or:
5. has been admitted into a branch of the United States military in addition to meeting requirements 1 through 3 stated above.

The student must make application for early graduation during the student's fourth semester of high school.

The student and parent must meet with the principal and guidance counselor before the end of the student's third semester in high school to discuss the necessity for early graduation and the potential adverse effects.

Students graduating after six (6) semesters may only participate in commencement exercises occurring in the year the student graduates.

Students graduating after seven (7) semesters may elect to either receive the diploma at the end of the seventh semester and not participate in commencement exercises or receive the diploma and participate in commencement exercises. No student shall be permitted to be in commencement exercises unless such student has completed all academic requirements of the State Board of Education and has also met in full such regulations or requirements as have been adopted by the East Porter County School Board. Foreign exchange students may participate in commencement and receive an honorary diploma or a certificate of attendance if they have successfully completed a year of senior level work.

Valedictorian and Salutatorian

The criteria for the selection of valedictorian and salutatorian will apply to the class of 2015 and subsequent classes. To be named valedictorian or salutatorian, a student must meet all of the criteria listed below:

1. The valedictorian and salutatorian will be selected at the end of the eighth semester.
2. Cumulative GPA will be used. The student with the highest GPA will be valedictorian and the student with the second highest GPA will be salutatorian. Students with exactly the same GPA to the third decimal place as shown on the transcript will be named co-valedictorians or co-salutatorians. No rounding of the GPA will be done.
3. To qualify for valedictorian or salutatorian, the student must earn an Academic Honors or Technical Honors Diploma.
4. The student must have no suspensions (in-school or out-of-school) or be expelled during his or her senior year.

Honor Roll (Middle and High School)

Students may qualify for one of three honor rolls. Honor rolls are listed at each nine weeks and also at the end of the semester with final grades. Honor rolls are based on the GPA for that grading period.

Distinguished Honors – 3.67 or above

High Honors – 3.5-3.66

Honors – 3.0-3.49

Class Change Policy

Procedures have been established to provide for students, particularly at the high school level, to drop or add classes after their initial enrollment. Once a student selects a class and it is approved, there are four reasons why a student's schedule may be changed after classes have begun:

1. ***To upgrade one's schedule.*** For example, adding a class in place of a study hall or changing to a more advanced class.
2. ***To correct an inappropriate placement.*** A change may be made if the student's grade is between a D and an F.
3. ***To balance classes.*** For example, when there is an obvious discrepancy in numbers of students in similar classes, a student's schedule may be altered.
4. ***Computer keypunch error.*** For example, a student is scheduled for Spanish I, but should have been scheduled for Spanish II.

Even when legitimate requests are made, some cannot be honored because of the complexity of the master schedule and the effects on the schedule overall. Students are expected to honor the commitment to courses they originally select; therefore, students are encouraged to select courses carefully.

The guidance counselor and principal review requests, with the final decision made by the principal. Required signatures to drop or add a class may include the student's, the student's parent, the teachers involved, the counselor's, and the principal's. A change due to, for example, a computer keypunch error, would not require signatures.

Students have five school days into the semester in which to drop/add a class if one of the four reasons stated above is proven. If a student withdraws from a class within the specified time period, and follow all procedures, it shall be recorded on the permanent record as a "W" (withdrawal). In the event a withdrawal takes place after the allotted time period, it shall be recorded as a "W/F" (withdrawal/failure). The principal may determine exceptions to this, due to special circumstances (such as medical reasons). Please note, a student receiving a course grade of C+ or higher at the time the request is made, will not be permitted to drop a class.

Free and Reduced Lunches and Textbook Rental Assistance

Students from families whose income is at or below the level set by the federal government may be eligible for free or reduced price meals and reduced textbook rental fees. Requests for assistance are approved or denied by the principal according to established criteria. Appeals of decisions made may be made to the superintendent according to the procedures published in the guidelines found in the application materials.

Applications for assistance are distributed with registration materials and are available throughout the school year in the school office. To apply at any time during the year, complete the application in its entirety and return it to the school office. The information supplied on the application is confidential and used only for the purpose of determining eligibility. All information provided is subject to verification by school officials.

Book Rental & Fees

The amount of book rental is determined on the basis of the retail cost of the book and is regulated by state law. Laboratory fees are assessed in some classes to partially cover the added expense of these courses. On consumable items, such as workbooks, the student is assessed the retail cost. Book rental and fees are due at the beginning of the school year or at the time of enrollment. All debts must be paid in full in order for the graduating senior to attend and participate in graduation ceremonies.

The care and maintenance of textbooks are not to be taken lightly. At the completion of a year, textbooks are expected to show a year's normal wear. However, at the discretion of the principal, students may be assessed a fine for abuse. Students are assessed the retail cost of any book they lose or books on which they have written on the edges of the pages or defaced.

Report Cards & Records

Report cards are issued every nine weeks. Parents will receive an e-mail message which will include a link by which to access the report card. Questions about report cards should be directed to the school counselor, teacher or the principal.

During the student's school career the school corporation collects and records data concerning the student. The school shall give rights to review records to both parents/guardians unless the school has been provided with evidence that there is a court order, state statute, or legally binding document that specifically revokes these rights. It is the policy of the East Porter County School Corporation to forward education records, including discipline records, to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.

Student educational records are governed by the Family Education Rights and Privacy Act. Generally this law provides as follows:

1. Records are confidential and may be disclosed only as provided by this law.
2. The law applies to both elementary and secondary education records.
3. Parents/Guardians have a right to examine their child's permanent record at reasonable times during regular school hours.
4. Students have a right to examine their permanent record at reasonable times during regular school hours. Students who wish to do so should contact a counselor or principal.
5. Before education records are disclosed to third parties other than schools or post-secondary institutions, the school requires a signed and dated written consent of a parent or of students eighteen or older.
6. Certain persons may examine education records without a parent or student's consent as provided in the above paragraph. These include school officials who have a legitimate educational interest and officials of another school, school district, or institution of post-secondary education where the student seeks or intends to enroll. The law provides that the school corporation may forward educational records to educational institutions without prior notification to the student or parent.
7. The East Porter County School Corporation has designated the following types of information as directory information and can be released to the media, colleges, civic or school-related organizations and state or governmental agencies as well as published in programs for the athletic, music, and theater presentations of this school corporation without parental consent.

Directory information includes the following kinds of information:

1. Name of student
2. Address
3. Telephone number
4. E-mail address
5. Photograph
6. Major field of study
7. Participation in officially recognized activities and sports
8. Height and weight of members of athletic teams
9. Dates of attendance ("from and to" dates of enrollment)
10. Degrees and awards received
11. Most recent previous school attended
12. Date of birth
13. Videotape not used in disciplinary matter
14. Student work for display at the discretion of the teacher (no grade will be displayed)

If you do not want this directory information released, you must notify the school in writing within fourteen (14) calendar days from the first day of attendance. In your notice, please specifically list the information you do not want released.

Please understand that if you choose not to have your child's name and photograph released those items will not appear in the school yearbook, class photographs, and programs for academic and athletic events.

Types of Records Maintained

Record A

1. Pupil name, sex, grade level, rank, grade average upon graduation, address, phone number, date of birth, and social security number, and student test number (STN).
2. The name, address and occupation of parent/ guardian.
3. Basic academic data of a student's courses completed, credits earned, and course grade.
4. Number of days present and number of days absent.
5. All achievement test scores.
6. Intelligence or scholastic aptitude scores derived from group administered instruments.
7. Scores resulting from individually administered instruments such as SAT or ACT.
8. Pupil participation in extra-curricular activities, offices held, etc.
9. Suspension and expulsion records.
10. Retention recommendations.

Record B

School health, immunization and health examination records.

Record C

1. Written consent specifying the records to be released and to whom they were released.
2. Written record showing who examined the file, the date on which it was examined, and the purpose of examination.

Record D

Emergency information: Choice of physician and name of responsible adult other than parent in an emergency.

Materials in a student's record file are treated as confidential. Thinning occurs at points of transition: elementary to middle school, graduation or withdrawal. Data of Records A, B, and C become a part of a permanent file. Data of Record A is used when transcripts are requested.

Access to materials in a student's record file will be given to a student at age 18 or parent/legal guardian on request and to professional staff members authorized by the principal. The parent/guardian's rights are exercised until the student is 18; thereafter, only the student may exercise the right.

The East Porter County Board of Education has adopted a policy dealing with student records stating that 1) "the counselor or principal should interpret the information: 2) procedures for a formal review process should be developed: 3) communication with parents and students should be understandable and provided with usable knowledge."

Procedure for a formal review of a student's record

1. A written request must be presented to the principal or designee specifying the specific record or records which the parents wish to examine.
2. The interpretative or inspection session shall be made by mutual agreement between the school employees and the parent, but in no event more than 45 days after the submission of the written request.
3. A school official shall be present during such inspection session to assist interpretation of the record where it reasonably requires any professional interpretation.
4. In the event the parents are of the opinion that such records should be corrected or deleted, they shall advise the principal or the designated representative, and an attempt to make the necessary changes shall be made by the parents and the principal or designee through an informal conference or other comparable means.

5. In the event no agreement is reached, the parent or eligible student shall have an opportunity for meeting with the superintendent to correct or delete the record by filing a statement of the correction requested.

Procedure for obtaining a copy of student records

1. Contact the school office and request a copy of the student's records.
2. A charge of 10 cents per page will be made for the expense involved in making the necessary copies.

Final Exam Exemption Policy for Seniors*

High school seniors may be exempt from final examinations under the following conditions:

1. Earning an A+, A, or A- each quarter of the semester.
2. A senior must have no more than three combined absences and/or tardies in a class for the semester in order to be exempt from the final in that class. For example, if a senior has two absences and two tardies in his or her first period class, the senior would not be exempt from the final in that class. Exceptions to this attendance requirement may be made for a death in the immediate family and/or attendance at the funeral of an immediate family member, college visitation with prior approval from the principal or counselor, or personal illness verified by a physician's note.

Restrictions:

1. The attendance for examination exemptions will be on a class-to-class basis. A tardy or absence in one class will not affect another class in which the student may be exempt from the examination.
2. Any truancy, or disciplinary referral, including being unprepared for class during the senior year automatically eliminates the student from the examination exemption privilege.
3. The student must not have any outstanding obligations to the school (i.e., unpaid fees).
4. The student must attend school on the day the examination is administered, even if the student has qualified to be exempt from taking the examination.

Options for the Student Qualifying for Examination Exemption:

1. Do not take the examination.
2. Take the examination and include the score in the semester average only if it helps the student's grade.

*The Final Exam Exemption Policy does not apply to performance based or project based final exams, AP Exams, dual-credit exams or for online classes.

Internet: Access to Electronic Information, Services & Networks

The East Porter County School Corporation offers students access to the Internet. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services which could result in unwanted financial obligations for which a student's parent or guardian would be liable. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. The East Porter County School Corporation Responsible Use and Agreement policy is contained in the materials parents receive each school year at registration. The signature page in the materials must be completed by the student and parent prior to accessing the Internet using a school computer. The use of the Internet is a privilege, not a right, and inappropriate use will result in consequences such as a loss of Internet privileges, disciplinary action tailored to meet the specific violation, which may include suspension or expulsion from school. The East Porter County administration, at the request of a teacher or staff member, may request that the system administrator deny, revoke, or suspend specific user accounts.

HEALTH

Health Information Sheets or Cards

Emergency health information is to be given at the time of enrollment and updated each year. If at any time a child's health information changes, parents should notify the school nurse immediately. Parents' home and work telephone numbers are included on a student's health information card. Should any of these numbers change, the school nurse should be notified immediately.

Also included on a student's health information card is the name and telephone number of a reliable adult who could be contacted in case the parents cannot be reached. This information should also be kept up-to-date with the school nurse.

Illness/Injury/Accident at School

If a student is injured or becomes ill at school, the child will be cared for temporarily by school personnel. School personnel will render first aid only. If the illness or injury is serious, the parents/guardians will be notified. If school personnel deem necessary, paramedics will be called. If parents/guardians are unavailable, those listed as emergency contacts will be notified. Students who are sent home will only be released to their parents unless the parent designates another responsible adult and has informed the school office. For the protection and safety of our students, parents are required to sign-out their children in the school office.

The school corporation does not provide insurance for students and is not responsible for expenses incurred as a result of an illness, accident, or injury. Parents may enroll their children in optional health insurance available to all students in the school corporation. Information about this health insurance is distributed with registration materials and is available in the school office.

Returning to School After an Illness

Students may return to school after an illness when the student has been fever free for 24 hours without medication.

Communicable Diseases

If a child has been absent due to a communicable disease, a doctor's release may be required before returning to school. Indiana public health laws place the responsibility for reporting communicable diseases upon physicians, their agents, hospital administrators, and laboratories. It is the policy of the local schools to report all suspected communicable disease to the local health department. It is also school policy to request a diagnosis from a physician for any questionable illness or condition a student might present. This policy is for the protection and health of the student and disease prevention. Students will be excluded from school for certain communicable diseases such as pink eye, strep throat, chicken pox, impetigo, lice, and scabies.

Health Screenings

Vision and hearing screenings will be conducted during the school year by the school nurse for various grades as determined by the State of Indiana.

Immunization Requirements

When a child enrolls in the East Porter County School Corporation for the first time, proof of immunizations must be presented or an objection form must be filed. Immunizations required by law vary according to the child's age.

Students in grades 9-12 are required to be immunized against Hepatitis B.

2018-2019 School Year Indiana State Department of Health School Immunization Requirements

3 to 5 years old	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio (Inactivated Polio) 1 MMR (Measles, Mumps & Rubella) 1 Varicella	
Kindergarten to 4th grade	3 Hep B 5 DTaP 4 Polio	2 Hep A (Hepatitis A) 2 MMR 2 Varicella
Grade 5	3 Hep B 5 DTaP 4 Polio	2 Hep A* 2 MMR 2 Varicella
Grade 6	3 Hep B 5 DTaP 4 Polio 2 Hep A*	2 MMR 2 Varicella 1 Tdap (Tetanus & Pertussis) 1 MCV4 (Meningococcal)
7th - 11th grade	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 1 Tdap 1 MCV4 (Meningococcal)
12th grade	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 2 Hep A 2 MCV4 1 Tdap

Hep B The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

DTaP Four doses of DTaP/DTP/DT are acceptable if 4th does was administered on or after child's fourth birthday.

Polio Three doses of polio vaccine are acceptable for all grade levels if the 3rd dose was administered on or after child's fourth birthday and at least six (6) months after the previous dose with only one type of vaccine used (all OPV or all IPV). For all students in grades kindergarten through 8th grade, the final dose must be administered on or after the 4th birthday, and be administered **at least six (6) months** after the previous dose.

Varicella Physician documentation of disease history, including month and year, is proof for immunity for children entering preschool through 10th grade. Parental report of disease history is acceptable for grades 11-12.

Tdap There is no minimum interval from the last Td dose.

MCV4 Individuals who receive dose 1 on or after their 16th birthday only need one (1) dose of MCV4.

Hep A The minimum interval between 1st and 2nd dose of Hepatitis A is six (6) calendar months. Two doses of Hep A are required for grades K-4, 6, and 12.

MenB A complete series of Meningococcal Serogroup B vaccine. *For grade 12, a complete series of MenB is recommended.

For children who have delayed immunizations, please refer to the 2015 CDC “Catch-up Immunization Schedule” to determine adequately immunizing doses. All minimum intervals and ages for each vaccination as specified per 2015 CDC guidelines must be met for a dose to be valid. A copy of these guidelines can be found at www.csc.gov/vaccines/recs/schedules/

Indiana State Department of Health, Immunization Division
(800) 701-0704

Children enrolling with less than the minimum immunization requirements are granted a period of twenty calendar days in which to begin or resume their series. Students may remain in school at the end of a granted waiver period by documenting that they have either completed all requirements, are receiving immunizations according to a physician or Board of Health approved schedule, or qualify for an exemption. If parents/guardians fail to provide immunization documentation or fail to provide a religious objection or medical exemption, or fail to meet other requirements, school officials will report parents/guardians to Child Protective Services and may prohibit child from attending school.

Children may receive an exemption from minimum immunization requirements for medical or religious reasons. The parent or guardian is required to submit an annual written request for exemption with the school corporation. A physician is required to sign the request for medical exemption. The parent or guardian is required to sign the request for exemption for religious reasons. In the event of a disease outbreak, students who have not received required immunizations through exemptions may be excluded from school for the duration of the outbreak.

NOTE: Exemptions must be filed on an annual basis.

Administration of Medication at School

No medication shall be administered to a student without the written and dated consent of the student’s parent. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school or program year.

Any medicine to be administered to a student shall be brought by the student’s parent/guardian to either the principal’s or the school nurse’s office where it will be kept in a secure place. The medication will be administered to the student by the school nurse or a person designated by the school nurse or designated by the school principal. No medication will be allowed to be transported to or from school by students. The student’s parent/guardian or an individual who is at least 18 years old and is designated in writing by the student’s parent is responsible for bringing the medication to school.

All non-prescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. Cough drops may be used by the middle school and high school students without a parental statement unless the parent notifies the nurse or principal of his/her objection.

All prescription medicine, including injectable medicine and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician’s prescription, a copy of the original prescription, or the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file.

Students are not permitted to carry medication including aspirin, Tylenol, Advil, etcetera on his or her person, in purses, pockets, backpacks, vehicles, lockers, etcetera. The exception to this rule shall be an inhaler when the use of an inhaler has been approved by the school nurse and a written note or prescription from the student’s doctor accompanies the inhaler. No student may keep an inhaler in his or her possession without the knowledge of the school nurse.

Medication shall be administered in accordance with the parent's statement (in the case of non-prescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training from a practitioner or a registered nurse and such training shall be documented in writing by the practitioner or registered nurse and kept on file in the school building office.

Unused medication may only be sent home through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medication. After the school year has ended, all medication will be destroyed. Destruction of the medication will be done in such a manner as to ensure that no other person can obtain possession of it.

For the administration of Low THC Hemp Extract, including CBD oil all of the above conditions must be met in addition to the following:

The parent has verified that the product was acquired from a retail merchant that has been issued a registered retail merchant certificate;

The product is in the original packaging and is unopened;

The product has been approved by:

(1) the Food and Drug Administration or the Drug Enforcement Agency as a prescription or over-the-counter drug; or

(2) *meets the packaging requirements of Indiana law, including a scannable bar code or QR code linked to a document that contains information with respect to the manufacture of the low THC hemp extract required by state law.*

Reporting Child Abuse

Any school employee who has reason to believe that a child is a victim of child abuse or neglect shall immediately make an oral or a written report to the Department of Child Services at 1-800-800-5556 or to local law enforcement. After the report has been made, the school employee shall notify the school building principal a report of suspected child abuse or neglect has been made to the Department of Child Services or to local law enforcement. School personnel will not contact parents to determine the cause of suspected child abuse or neglect, or otherwise investigate the suspected abuse or neglect.

School employees should be made aware they are required by state law to make the reports immediately. Anyone making a report of a child who may be the victim of child abuse or neglect is granted immunity by statute from any civil or criminal liability.

All records of suspected child abuse or neglect will be kept confidential. The identity of a person making a report will not be revealed to the parent, guardian, custodian, or other person who is responsible for the welfare of the child named in a report.

"Reason to believe" as used in this policy means evidence which, if presented to individuals of similar background and training, would cause those individuals to believe that a child was abused or neglected.

PEST CONTROL POLICY

The East Porter County School Corporation is committed to providing students with a safe environment. The Corporation seeks to prevent students from being exposed to pests and pesticides. While pesticides protect students and staff from pests that may be found in school buildings and surrounding grounds, under some circumstances they may pose a health hazard to students and staff. 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 and adults.

At least 48 hours prior to a pesticide application while school is in session, the East Porter County School Corporation will provide notice of pesticide application to parents and employees who have submitted to the school office a request, in writing, for such information. Their name will be placed on a list for notification of pesticide application.

AHERA-REQUIRED ANNUAL ASBESTOS NOTIFICATIONS
PARENT NOTIFICATION

Washington Township Middle/High School

The board and administration know that parents are concerned about asbestos safety, and we are happy to report that Washington Township Middle/High School is asbestos-free. In accordance with federal law, we have an asbestos management plan for each building. This plan is available in the office of each school and at the Administration Office located at 502 E. College Avenue, Kouts, IN. You are welcome to inspect these plans during regular business hours. If you have any questions regarding our asbestos program, please contact Mr. Don Lauridsen, at (219) 766-2231.

Washington Township Elementary School

The board and administration know that parents are concerned about asbestos safety. During previous construction projects, a significant amount of asbestos containing material was removed and disposed of in accordance with Indiana Department of Environmental Management (IDEM) regulations. However, a small amount of asbestos remains in a custodial closet. The remaining asbestos has been inspected and poses no threat to students, faculty, or staff. It will be maintained in a safe condition by our ongoing surveillance, inspection, and operations and maintenance program.

In accordance with federal law, we have an asbestos management plan for each building. This plan is available in the office of each school and at the Administration Office located at 502 E. College Avenue, Kouts, IN. You are welcome to inspect these plans during regular business hours. If you have any questions regarding our asbestos program, please contact Mr. Don Lauridsen, at (219) 766-2231.

Morgan Township Middle/High School

The board and administration know that parents are concerned about asbestos safety. During previous construction projects, a significant amount of asbestos containing material was removed and disposed of in accordance with Indiana Department of Environmental Management (IDEM) regulations. However, a small amount of asbestos may remain in the gaskets of boilers in the boiler room. This poses no threat to students, faculty, or staff.

In accordance with federal law, we have an asbestos management plan for each building. This plan is available in the office of each school and at the Administration Office located at 502 E. College Avenue, Kouts, IN. You are welcome to inspect these plans during regular business hours. If you have any questions regarding our asbestos program, please contact Mr. Don Lauridsen, at (219) 766-2231.

Morgan Township Elementary School

The board and administration know that parents are concerned about asbestos safety. During previous construction projects, a significant amount of asbestos containing material was removed and disposed of in accordance with Indiana Department of Environmental Management (IDEM) regulations. However, a small amount of asbestos may remain in the gaskets of boilers in the boiler room. This poses no threat to students, faculty, or staff.

In accordance with federal law, we have an asbestos management plan for each building. This plan is available in the office of each school and at the Administration Office located at 502 E. College Avenue, Kouts, IN. You are welcome to inspect these plans during regular business hours. If you have any questions regarding our asbestos program, please contact Mr. Don Lauridsen, at (219) 766-2231.

Kouts Middle/High School

The board and administration know that parents are concerned about asbestos safety. During previous construction projects, a significant amount of asbestos containing material was removed and disposed of in accordance with Indiana Department of Environmental Management (IDEM) regulations. However, some asbestos remains in floor tile. This poses no threat to students, faculty, or staff.

In accordance with federal law, we have an asbestos management plan for each building. This plan is available in the office of each school and at the Administration Office located at 502 E. College Avenue, Kouts, IN. You are welcome to inspect these plans during regular business hours. If you have any questions regarding our asbestos program, please contact Mr. Don Lauridsen, at (219) 766-2231.

Kouts Elementary

The board and administration know that parents are concerned about asbestos safety, and we are happy to report that Kouts Elementary School is asbestos-free. In accordance with federal law, we have an asbestos management plan for each building. This plan is available in the office of each school and at the Administration Office located at 502 E. College Avenue, Kouts, IN. You are welcome to inspect these plans during regular business hours. If you have any questions regarding our asbestos program, please contact Mr. Don Lauridsen, at (219) 766-2231.

LUNCH PROGRAM

Each of the schools in the East Porter School Corporation operates a lunch program. Students are permitted to bring a lunch prepared at home, but students and parents may not bring lunches in from restaurants. Additionally, students are not permitted to order lunches from restaurants for delivery to school. To help preserve students' health, soda pop may not be included in a student's lunch. Drinks suggested as appropriate for a student's lunch or consumption outside of school hours include 100% fruit juice, or sports drinks such as Gatorade or Powerade. Students may consume water throughout the day. Water must be in a spill-proof disposable water bottle or a reusable water bottle, which may not have a capacity greater than 20 ounces. All other beverages, such as coffee, tea, and hot chocolate, must be consumed before entering the school building.

VISITORS

The purpose of attendance at school is to work and to learn. Former students or students who attend a different school are not permitted to visit a school in the East Porter County School Corporation while the school is in session. Students who wish to visit a school to better acquaint themselves before they begin attending the school, may be permitted to visit the school and attend classes on a limited basis. Such visits must be scheduled with the principal of the school.

ATTENDANCE

Absences and Excuses

Regular attendance is absolutely essential for children to be successful in their educational endeavors. Students are expected to attend school and be on time for classes in order to derive maximum benefit from instructional programs and to develop habits of self-discipline and responsibility. Moreover, students who miss a class will never be able to retrieve completely that

learning experience. The interaction with the teacher and fellow students can never be effectively duplicated.

Good school attendance is not only essential to learning, but specific attendance rates are required by the United States Department of Education and the Indiana Department of Education. Failure to meet required attendance rates can affect accreditation status.

Parents or guardians are responsible for student attendance. The school corporation will enforce the State of Indiana Compulsory Attendance Laws. A person who knowingly violates the compulsory attendance laws commits a Class B misdemeanor.

A parent or guardian is to telephone or send an e-mail message to the school office by 9:00 a.m. on the morning of a student's absence and state the reason for the absence. Absences not verified by the student's parent or guardian by telephone or a note prior to return to school or classes will be recorded as unexcused. Parent verification is still required, however, after returning to classes or the student will be considered truant and consequences for truancy will be assessed.

Excessive Absenteeism

Five days of excused absence or two days of unexcused absence per semester is considered excessive absenteeism. Excessive tardiness is considered to be three or more tardies per semester. Consequences may include, but are not limited to, the following:

1. All future absences must be verified by a physician, dentist, or psychologist.
2. If a parent does not send his/her child to school because of the child's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the incapacity after it is demanded by school administration within six (6) days after it is demanded. Parents/Guardians will be required to provide a **Certificate of Incapacity** signed by a physician within six days of school demand according to IC 20-8.1-3-20. The certificate required under this section shall be signed by an Indiana physician or by an individual holding a license to practice osteopathy or chiropractic in this state or be a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.
3. Credit in class or classes may be denied.
4. Students may be assigned to detention.
5. Students may be suspended or recommended for expulsion from school.
6. Legal authorities may be contacted.
7. Parents/Guardians may be served legal notice.
8. Charges may be filed for educational neglect.
9. Students may be required to make up the time missed at the rate of 2 hours per day missed.

Excused Absences

According to East Porter County School Corporation Policy, absences may be excused for the types of absences listed below.

The following is required to excuse an absence:

1. **Personal Illness:** Verification by a parent note. Personal illness days verified only by a parent note will count toward the four-day limit and the designation of excessive absenteeism.
2. **Planned Absence:** Family vacations and trips taken during school time are strongly discouraged. Planned absences will count toward the four day limit of excused absences per semester. Absences in excess of the four day limit will lead toward a designation of excessive absenteeism and consequences will be applied. The school year may be extended beyond the originally scheduled date or vacation days converted to school days to make up for days cancelled. Any days added are instructional days and planned absence requests will not be approved.

Absences on unapproved days will be counted as unexcused, for which the student may experience consequences. A student may have only one (1) planned absence per school year. **The student or parent must submit to the principal a completed Planned Absence Request Form at least four (4) school days before the proposed absence.** The form can be obtained from the school office. Submission of the request does not guarantee permission that the absence will be granted. Failure to submit the planned absence request as required will result in the days being counted as unexcused absences. Teachers may, but are not required to, provide assignments in advance of the absence. **Planned Absences WILL NOT be excused in the following circumstances:**

- A. During the last two weeks of the first and second semesters;
- B. During ILEARN testing sessions, grades 3-8 – 4/20/20-5/15/20
- C. During ILEARN Biology End-of-Course Assessment – 4/20/20-5/22/20
- D. During ISTEP Grade 10 (first administration) Parts 1 & 2 – 2/24/20-3/20/20 and 4/6/20-5/1/20
- E. During ISTEP Grade 10 Retest -- 11/4/19-12/6/19 and 2/3/20-2/28/20
- F. During IREAD-3 testing sessions (3rd grade students); 3/16/20-4/3/20
- G. A student who already has designated as having excessive absenteeism.

Planned absences will be denied for students with excessive absenteeism, excessive tardiness, any unexcused absences during the current school year, or poor grades.

3. ***Driver's License Test:** Verification from the Bureau of Motor Vehicles is required.
4. ***Personal Illness/Medical Excuse:** Verification by a note from the physician, dentist, or psychologist delivered on the day the student returns to school. Parents and guardians are strongly encouraged to make routine appointments outside of school hours. Absences due to students being sent home by the school nurse will be counted as excused absence.
5. ***Death in the immediate family:** Excused absence is limited to a period of three days per occurrence.
6. ***Quarantine:** Absences are excused for the duration of the quarantine as verified by a physician or Board of Health.
7. ***Certain court appearances:** The absence of a student who is issued a subpoena to appear in court as a witness in a judicial proceeding will be excused. The student must submit the subpoena to the principal for verification.
8. ***Service as a page for or as an honoree of the general assembly:** The absence must be verified by a certificate of the secretary of the Senate or the chief clerk of the House of Representatives.
9. ***Service on precinct election board or for political candidates or parties:** The absence of a secondary student who serves on the precinct election board or as a helper to a political candidate or to a political party on the date of each general, city or town, special, and primary election at which the student works will be excused when, before the date of the election, the student submits a document to the school principal signed by one (1) of the student's parents giving permission to participate in the election as provided in this section, and the student verifies to school authorities the performance of services by submitting a document signed by the candidate, political party chairman, campaign manager, or precinct officer generally describing the duties of the student on the date of the election.
10. ***Emergencies:** The principal may excuse absences in case of emergencies. There is no excused absence for personal business, baby-sitting, Christmas shopping, etc. All such absences are unexcused.

11. ***National Guard duty:** Not more than ten (10) days in a school year. For verification, the student must submit to school authorities a copy of the orders to active duty and a copy of the orders releasing the student from active duty.
12. ***Service in the Indiana wing of the civil air patrol:** The excused absence can be for no more than five days in a school year. In order to receive the excused absence, the student must provide to the school principal appropriate documentation from the Indiana wing of the civil air patrol detailing the reason for the absence.
13. ***College Visitation/College-related Activity:** High school seniors may be granted three school days per school year to visit colleges and/or participate in college-related activities at the institution the student will be attending. High school juniors may be granted two school days per school year to visit colleges. The student must obtain prior approval from the principal and counselor and provide verification to the principal and counselor of the visit from the college. Failure to pre-arrange the visit or return with documentation will result in the absence being unexcused.
14. ***Job Shadowing:** High school juniors and seniors may be granted one school day per school year to participate in a job shadowing event if the event is part of a class requirement. The student must obtain prior approval from the teacher of the class and the principal and provide verification to the teacher and principal of the job shadowing event. Failure to complete the job shadowing application and returning the application after the visit will result in the absence being unexcused.
15. ***Educationally Related Nonclassroom Activity:** Students who are absent from school due to attending a non-classroom educational activity related to the student's courses or curriculum will not be recorded as being absent. Further, the student will be permitted to make up work missed for the excused day and be given full credit for such work if the work is of high enough quality.

*These absences will not be counted toward the four day limit of excused absences per semester. Any student leaving school during the school day must sign out with the nurse (for illness only) or the student must sign out with the attendance office before leaving or he/she will be considered truant.

Unexcused Absences

Students are permitted one (1) unexcused absence per semester before being designated as a student with excessive absenteeism. Listed below are unacceptable reasons for being absent and count toward the student's designation of excessive absenteeism. , Except for unexcused absences due to a family vacation, students may be assigned detention hours for each class missed and may be required to make up the time missed. Students who are absent from school for the following reasons will be required to make up school work missed. No more than 70% credit will be granted for the work completed. Students who fail to turn their make-up work in for any unexcused absences will be given an incomplete for that grading period. An incomplete may turn into a failing grade if the work is not completed within the set guidelines for an incomplete.

1. Truancy

Truancy is defined as:

Absence without parental or school knowledge;

Leaving school without obtaining prior approval from the principal or designee.

Absence from school without parental permission or in defiance of parental authority.

Absence from class or tardy more than 10 minutes to a class without a valid pass (even if student is in the school building).

Habitual Truancy is defined as:

A student who willfully refuses to attend school or class in defiance of parent/guardian authority three times during a school year or the accumulation or more than ten (10) unexcused absences during a school year shall be considered habitually truant. State law requires school corporations to establish written administrative procedures to comply with the law. Listed below are the procedures that will be used by schools of the East Porter County School Corporation.

Any student who is at least 13 years of age, but less than 15 years of age, who is habitually truant under the definition of the Board of School Trustees of East Porter County School Corporation shall be classified as such by the building principal. Written notification of such classification shall be sent to the parent/guardian in accordance with State law.

The classification of habitual truant remains until the student becomes 18 years of age or changes his/her school attendance performance. The state will revoke or withhold driving privileges for students habitually truant. The principal may review the student's attendance after 60 school days and must review it at least once per school year to determine if changes in attendance performance are such that classification of habitual truant is no longer appropriate. If such is determined, written notification shall be sent to the parent/guardian and Bureau of Motor Vehicles.

The consequences for MIDDLE SCHOOL students who are truant are:

- A. The first truancy will result in the student being assigned hour for hour detention (not less than three hours).
- B. The second truancy will result in two days in-school suspension and a request for a parent conference at school.
- C. The third truancy will result in two days in-school suspension and the student will be placed on Social Probation for the remainder of the school year. A referral to Porter County Juvenile Probation and/or Project Attend will also be made.

The consequences for HIGH SCHOOL students who are truant are:

- A. The first truancy will result in the student being assigned hour for hour detention time (not less than three hours).
- B. The second truancy will result in the student being assigned a two-day in-school suspension.
- C. The third truancy will result in the student being designated a habitual truant. The student will also be assigned a two-day in-school suspension and the Indiana Bureau of Motor Vehicles will be notified to revoke the student's learner's permit or driver's license.
- D. Subsequent truanancies may result in filing charges with the superintendent for expulsion from school.

- 2. Family vacations and trips taken during school time are strongly discouraged. Current attendance will be considered when approving a planned absence. Any absence in excess of three days for a family vacation or trip will be considered an unexcused absence for which consequences will be applied. Consequences may include:
 - a. Denial of credit in class or classes;
 - b.
 - c. Denial of participation in extracurricular events;
 - d. Suspension or expulsion from school;
 - e. Charges filed for education neglect;
 - f. Parents/Guardians served legal notice.

Any classroom work and assignments missed are due upon the first day the student returns to school, unless otherwise arranged by the teacher. Teachers are not required to provide classroom work in advance of the absence.

3. Working during school hours is a violation of child labor laws and therefore shall count hour for hour as an unexcused absence. Students who are absent from school but go to work that same day will be counted as unexcused. Staying home to baby-sit or farm is considered working and not acceptable.
4. Oversleeping shall count hour for hour as unexcused absences – middle school and high school students only.
5. Violations of the rule on college visits will be considered an unexcused absence.
6. Absence without a written note or verification from parent or guardian will be considered unexcused.
7. All other absences not defined and not specifically exempt by state law may be considered unexcused, even if parental permission has been given.
8. Students who attend extra-curricular or social functions after school on a day they have been absent all day may have their absence classified as “unexcused” and be required to make up time for their absence in detention.

Days of Attendance

The following absences will count as days of attendance:

- A. Service on an election board or as a political helper, with proper written verification and on election days only.
- B. Attendance at a school-sponsored activity, such as a field trip.
- C. Court summons with proper written verification. This includes probation appointments – time for the appointment and travel time only.
- D. Legislative page duties with proper written verification.
- E. Hospitalization for psychiatric or addiction treatment.
- F. Homebound instruction when certified as medically necessary by the student’s physician who anticipates the student’s absence from school will exceed twenty school days.
- G. Service in the Indiana wing of the civil air patrol. The excused absence can be for no more than five days in a school year. In order to receive the excused absence, the student must provide to the school principal appropriate documentation from the Indiana wing of the civil air patrol detailing the reason for the absence.

Any absence not specifically classified as a day of attendance or an excused absence will be classified as an unexcused absence at the discretion of the principal.

Half-Day Absences – Elementary

Students arriving at school after school has begun must first sign in at the attendance office. Students arriving late by any method of transportation other than an East Porter County School Corporation school bus will be counted tardy.

Students will be considered absent for one half of a day for any of the following reasons:

1. arriving at school more than one hour after the beginning of the school day;
2. being absent from school for more than one hour during the school day, excluding the student’s lunch period; or
3. Leaving school more than one hour before the end of the school day.

Perfect & Outstanding Attendance

Perfect Attendance: No absences or tardies during the school year and through the day attendance awards are presented.

Outstanding Attendance: Students must attend school a portion of every day and not have more than two days of absence, which are affected by a partial day absence. In addition, a student must not have more than two tardies during the school year.

Exceeding the Number of Allowable Days – High School Students

All students shall be guaranteed the opportunity to earn credit in course work. However, if a class or classes during a semester, the student shall be withdrawn with an “NC”, no credit recorded on the student’s permanent record for the semester. An “NC” shall be counted as credit attempted in determining the student’s grade point average. A student may be placed in study hall or be allowed to continue in the class or classes with the principal’s permission. Students who lose credit in their class and continue to be absent from the class will be subject to disciplinary consequences.

Exceeding the Number of Allowable Days – Students in Kindergarten through Age 16-Project Attend

The Superintendent is required under Indiana Code to report a child who is habitually absent from school to an intake officer of the juvenile court or the department of child services.

Students with excessive absences or tardiness may be referred to Project Attend, a joint program among the Porter County Juvenile Court, the Porter County Juvenile Probation Department, the Porter County Prosecuting Attorney’s Office, the Porter County Office of Family and Children, and all Porter County Schools.

Through Project Attend, students who are in violation of the Indiana Compulsory Attendance laws will be identified. Thereafter, an informal meeting will be held with the child, parents, school officials, and juvenile court officials. In many instances, these parties can enter into an agreement for improvement of attendance and/or punctuality, which will end the child’s non-attendance problem. The parent participation agreement can include a variety of conditions such as the parent attending one or more days of school with the child, the parent taking the child to and from the bus stop and/or school, and the parent calling the school for weekly attendance reports. When the agreement is violated, the case can be referred to the Porter County Juvenile Court for further action.

Tardy Policy

Being punctual is a good habit that becomes increasingly important in life. We believe in teaching students to be responsible and punctual and should be a part of their educational experience.

Each teacher will clearly state to his or her students where they are expected to be at the beginning of the day or period in order not to be counted as tardy. The teacher will keep a record of each student’s tardies and enter the information in the attendance program. The principal or his or her designee has the authority to excuse a student’s tardiness if in his or her judgment the tardiness is of an excusable nature. Upon arriving late to school and before going to class, the student must sign-in at the school office.

Elementary Students - Tardies will accumulate during each semester. Tardies accumulated during each semester will not count in the next semester. Students who accumulate tardies within the semester will be subject to the consequences listed below.

Middle & High School Students – Tardies will accumulate during each nine-week grading period. Tardies accumulated during each nine-week grading period will not count in the next nine-week grading period. Students receiving multiple tardies on one day will receive consequences as described below. Students who accumulate tardies within the nine-week grading period, without an excuse from a teacher, will be subject to the following:

1st & 2nd tardy Student warned by the teacher.

3 rd tardy	Letter outlining progressive tardy policy sent to parent/guardian. Student designated as having excessive tardies.
4 th tardy	Student assigned one detention.
5 th tardy	Conference with parent/guardian and student and two detentions assigned. Failure to serve the detentions will result in one day of in-school suspension. Students who accumulate five tardies to their first period class, or to their first period in attendance at their home school for vocational students, will lose their driving privilege to school. Failure to serve consequences as directed will be considered insubordination and will constitute grounds for action as outlined in the student discipline policy.
6 th & 7 th tardy	Student assigned three detentions and other sanctions as determined by the principal or designee.
Beyond 7 th tardy	Subsequent tardies will result in suspension and referral to juvenile authorities.

Make-up Work After an Absence

The responsibility for making up missed work for an excused absence rests with the student. When a student is absent for one day, the assignments should be obtained from a classmate, by checking on Skyward or from the teacher as soon as possible the following day. If the absence is two days or longer, homework may be obtained by calling the office by 8:30 a.m. and requesting all assignments be sent to the office. The work will be available by the end of the school day. The student will have one day for every day of absence to make up work, with the exception of planned or pre-arranged types of absences.

If a test or an assignment is long-range (five days or more, such as a research paper, project, or report), the teacher may use his/her discretion in setting due dates, accepting late work, and determining make-up policy. In the event of a prolonged absence, special arrangements may be made to extend the time period allowed for the assignment. A student who is in attendance the day before a scheduled test/quiz and who is absent on the day of the test/quiz shall take the test/quiz the first day he/she returns to school. Students who are absent due to an out-of-school suspension are required to complete the school work that was missed during the absence. No more than 70% of the point value will be given for work, including tests, quizzes, projects, and all other assignments completed during absences due to an out-of-school suspension. For example, if an assignment is worth 40 points and the students earned all of the points, only 70% of the points, 24, will be credited to the student's grade. Full point value will be given for school work done during an in-school suspension.

Vocational Students' Attendance

Vocational students are required to attend both their home school and vocational school each day they are in session. Vocational students must attend vocational school every day they have school, even if their home school is not in session that day due to vacation days or some other reason.

Students who attend vocational school and travel between two schools will be considered in school from the time they arrive at either school. If a vocational student is in school, either at their home school or vocational program, and becomes ill, he must see the school nurse at the home school and follow proper signing-out procedures to avoid being considered truant. Parents should call the school to report their child's absence from vocational school as well as their home school.

Closed Campus

During the school day, students are to remain on school grounds from arrival in the morning until dismissal time in the afternoon. Should a student find it necessary to leave the school for any

reason, he/she must receive permission from the building principal before signing out. If permission is given, the student must then sign out and must sign in immediately upon his/her return. Students in K-8 must be signed out by a parent or guardian.

EXTRA-CURRICULAR PARTICIPATION/ATTENDANCE

Participation in any and all extra-curricular activities is dependent upon good school attendance. Students must be in attendance by 8:00 a.m. and remain in school for the rest of the school day in order to participate in any extracurricular activity scheduled for that day. The principal has the authority to make an exception in extenuating circumstances. The principal's decision will be final.

EAST PORTER COUNTY SCHOOL CORPORATION MIDDLE AND HIGH SCHOOLS ATHLETIC CODE OF CONDUCT, RULES, AND PROCEDURES

The following rules will apply to all athletes in the East Porter County School Corporation who participate in inter-scholastic athletics. These rules have been announced by the principal, adopted by the school board, and are to be enforced by the coach of each team. The coach with the approval of the athletic director may establish additional rules for each specific sport. Good academic performance is required.

Academics

To be eligible to participate in athletics, East Porter County high school students must:

1. be passing all classes the previous grading period or the previous semester. Semester grades, when available, take precedence. , and;
2. maintain a 2.0 Grade Point Average (GPA) each semester.

In sports where the season occurs in both semesters, a student may become ineligible mid-season due to the GPA and grades during the initial grading period and semester of the season.

Student athletes who have an F in a class at the end of the first or third nine weeks or a semester grade of F in any class or who have a GPA less than 2.0 in the previous semester will be permitted a review of their circumstances before being declared ineligible. The review will be conducted by the principal and the athletic director.

Review Scenarios and Outcomes

Scenario #1 – The student athlete had a GPA of at least 2.0 and failed one class

Scenario #2 – The student athlete had a GPA of less than 2.0 but greater than 1.66 and did not fail any classes

In each scenario, the student athlete will be have limited eligibility until the mid-point of the next grading period when interim grade reports are produced. Student athletes will participate in all practices and attend all games, but will not be permitted to play in the games.

To assist in improving the student athlete's grades, the student athlete will participate in mandatory tutoring sessions for at least 120 minutes each week in the subject area in which the student received an F, or if the student athlete did not have an F, in the subject area in which the student had the lowest grade. The student athlete will be responsible for recording the time devoted to tutoring and obtaining verification from the teacher providing the tutoring.

A student athlete on limited eligibility will obtain weekly progress monitoring information from each of his or her teachers. The student athlete must provide the completed monitoring sheet to the athletic director on the first day of each week. If it is found that a student athlete is not maintaining acceptable performance in his or her classes during the period of limited eligibility

or in tutoring, the student athlete may be declared ineligible for the remainder of the grading period.

During the period of limited eligibility, consideration will be given to the following factors:

- ✓ Completion of assignments
- ✓ Class participation
- ✓ Effort in classes
- ✓ Participation in tutoring sessions

If at the mid-point of the grading period the student meets all eligibility requirements, the student may return to full eligibility at the discretion of the athletic director.

Scenario #3 – The student athlete had a GPA of less than 2.0 and failed a class

If a student athlete had a GPA of less than 2.0 **and** failed one class, he or she will be ineligible to participate in athletics for the next grading period. During this period of ineligibility, the student athlete will participate in 120 minutes of tutoring per week in the subject area in which an F was received. The student athlete will be responsible for recording the time devoted to tutoring and obtaining verification from the teacher providing the tutoring.

Scenario #4 – The student athlete had a GPA of at least 2.0, failed one class, but the class does not continue for the next semester.

Since the student athlete is no longer enrolled in the class in which he or she received an F, the student athlete will have limited eligibility until at least the mid-point of the next grading period when interim grade reports are produced. If the student athlete meets eligibility requirements (GPA of at least 2.0 and no grades of F in any classes) at the mid-point of the grading period, the student athlete will be permitted to return to full eligibility at that time.

In no case will a review of circumstances be conducted for a student athlete who has a GPA below 1.67 or who has more than one F for a class at the end of a grading period or semester. Student athletes with these performance levels will be ineligible for the next grading period and required to participate in mandatory study sessions for the duration of the grading period.

No further review or appeal of ineligibility beyond what is described here is available to student athletes.

Middle school athletes must be passing all subjects, have good behavior, and have a Consent and Release Certificate and physical on file in the office prior to participating in practice. For grades 6-8, an "F" in any course will disqualify the student from participating in contests for a minimum period of two (2) weeks. After two weeks, grades can be re-calculated to determine eligibility. Two "F's" in any two courses will render the student ineligible until the next grading period.

EXTRA-CURRICULAR PARTICIPATION

Participation in any and all extra-curricular activities is dependent upon good school attendance. Students must be in attendance all day in order to participate in any extracurricular activity scheduled for that day. The principal has the authority to make an exception in extenuating circumstances. The principal's decision will be final.

The following rules will apply to all high school students in the East Porter County School Corporation who participate in extra-curricular activities. These rules do not apply to co-curricular activities such as band or choir since participation in events outside of the school day is required.

Academics

To be eligible to participate in extra-curricular activities East Porter County students in grades 9-12 must:

1. be passing all classes the previous grading period or the previous semester. Semester grades, when available, take precedence. , and;
2. maintain a 2.0 Grade Point Average (GPA) each semester.

In extra-curricular activities where the activity occurs in both semesters, a student may become ineligible midway through the activity due to the GPA and grades during the initial grading period and semester of the activity.

Students who have an F in a class at the end of the first or third nine weeks or a semester grade of F in any class or who have a GPA less than 2.0 in the previous semester will be permitted a review of their circumstances before being declared ineligible. The review will be conducted by the coach or sponsor and the principal.

Review Scenarios and Outcomes

Scenario #1 – The student had a GPA of at least 2.0 and failed one class

Scenario #2 – The student had a GPA of less than 2.0 but greater than 1.66 and did not fail any classes

In each scenario, the student will be have limited eligibility until the mid-point of the next grading period when interim grade reports are produced. The student will participate in all practices and attend all events, but will not be permitted to participate in the events.

To assist in improving the student's grades, the student will participate in mandatory tutoring sessions for at least 120 minutes each week in the subject area in which the student received an F, or if the student did not have an F, in the subject area in which the student had the lowest grade. The student will be responsible for recording the time devoted to tutoring and obtaining verification from the teacher providing the tutoring.

A student on limited eligibility will obtain weekly progress monitoring information from each of his or her teachers. On the first day of the week, the student must provide the completed monitoring sheet to the coach or sponsor of the extra-curricular activity. If it is found that a student is not maintaining acceptable performance in his or her classes during the period of limited eligibility or in tutoring, the student may be declared ineligible for the remainder of the grading period.

During the period of limited eligibility, consideration will be given to the following factors:

- ✓ Completion of assignments
- ✓ Class participation
- ✓ Effort in classes
- ✓ Participation in tutoring sessions

If at the mid-point of the grading period the student meets all eligibility requirements, the student may return to full eligibility at the discretion of the coach, sponsor, or principal.

Scenario #3 – The student had a GPA of less than 2.0 and failed a class

If a student had a GPA of less than 2.0 **and** failed one class, he or she will be ineligible to participate in activities for the next grading period. During this period of ineligibility, the student will participate in 120 minutes of tutoring per week in the subject area in which an F was received. The student

will be responsible for recording the time devoted to tutoring and obtaining verification from the teacher providing the tutoring.

Scenario #4 – The student had a GPA of at least 2.0, failed one class, but the class does not continue for the next semester.

Since the student is no longer enrolled in the class in which he or she received an F, the student will have limited eligibility until at least the mid-point of the next grading period when interim grade reports are produced. If the student meets eligibility requirements (GPA of at least 2.0 and no grades of F in any classes) at the mid-point of the grading period, the student will be permitted to return to full eligibility at that time.

In no case will a review of circumstances be conducted for a student who has a GPA below 1.67 or who has more than one F for a class at the end of a grading period or semester. Students with these performance levels will be ineligible for the next grading period and required to participate in mandatory study sessions for the duration of the grading period.

No further review or appeal of ineligibility beyond what is described here is available to students.

Middle school students must be passing all subjects and demonstrate good conduct. For grades 6-8, an "F" in any course will disqualify the student from participating in contests or events for a minimum period of two (2) weeks. After two weeks, grades can be re-calculated to determine eligibility. Two "F's" in any two courses will render the student ineligible until the next grading period.

Attendance Procedures

Participation in any and all extra-curricular and co-curricular activities is dependent upon good school attendance. All athletes are expected to be in school the day of an athletic contest or practice. Students must be in attendance by 8:00 a.m. in order to participate in any extra-curricular activity scheduled for that day. The Principal's decision will be final.

Athletes who miss a significant portion of the school day may be ineligible to participate in practice or contest. Athletes who schedule a doctor's appointment during the school day on the day of an athletic contest or practice must bring a doctor's note to the Athletic Director and coach to be eligible for that practice or contest. Athletes who miss school on a Friday are not necessarily declared ineligible for Saturday practice or athletic contest. All other absences must be cleared with the Athletic Director or Principal in advance.

Proper Appearance is Required of all Athletes

Girls with medium or long hair, in the opinion of the coach, will be expected to have their hair fixed in such a manner that it will not impair their vision during competition.

Boys will be required to be clean-shaven before the athletic contest begins and to maintain a reasonable haircut, approved by the coach and the athletic director (i.e. off the collar, out of the eyes, and neatly groomed). Side burns will not be worn below the earlobe.

Student Behavior and Conduct

A student suspended from school (in-school or out-of-school) will also be suspended from athletic participation on those days of suspension. Students charged by civil authorities may face similar disciplinary action as explained in the substance abuse policy. Additional disciplinary action and/or sanctions may occur depending upon the nature of the student athlete's actions or conduct.

Conduct and Character

The student athlete's conduct, in and out of school, must not (1) reflect discredit upon the school or the IHSA; or (2) create a disruptive influence on the discipline, good order, moral, or educational

environment in the school. Acting in a manner that brings embarrassment or shame to yourself and/or your school, or that negatively impacts the reputation of yourself or your school will be cause for suspension or dismissal from athletics. Examples of such conduct include any illegal activity (whether charged or not by law enforcement officials); any non-illegal activity that is lewd, vulgar, obscene, indecent, or that portrays sexual conduct done in a manner whereby the community learns of such activity (including on-line postings and social networking); or any activity that degrades, demeans, or disparages any coach, activity sponsor, school official, or student. The East Porter County student athlete should at all times represent the highest standard possible of sportsmanship, personal values, and interest in modeling positive values 365 days per year. Principals, by the administrative authority vested in them by their school corporation, may exclude such athletes from representing the school. Violations are subject to the following disciplinary consequences and other consequences listed in the Disciplinary Policy and Procedure section as applicable:

First Offense

The athlete shall be declared ineligible for the next 25% of the season's total contracted contests for those teams on which he or she is currently a member or for the next team on which he or she would normally participate. During the period of ineligibility, the player must continue to practice and attend games/matches, but may not dress out.

Second Offense

The athlete will be declared ineligible for one calendar year (365 days) from the date of the offense.

Third Offense

The athlete will be declared ineligible for participation in interscholastic athletics for the remainder of his or her high school career.

Illegal Activity

An East Porter County athlete must not be present at any party or event where underage drinking, use of illicit drugs or other illegal activity is taking place. Student athletes becoming aware of underage drinking, use of illicit drugs or any other illegal activity must immediately leave the party or event. If the student athlete knows ahead of time there is a likelihood of underage drinking, use of illicit drugs or other illegal activity, the student athlete must not attend the party or event.

Student athletes who violate this prohibition will be subject to the following disciplinary consequences:

First offense: A student athlete who is present at an event or party where illegal activity is occurring and who is not participating in the illegal activity will be suspended from participation in one (1) athletic contest.

Second offense: A student athlete who violates this prohibition for a second time during the same school year will be suspended from 25% of the season's total contracted contests for those teams on which the student athlete is currently a member or for the next team on which the student athlete normally participated and successfully and satisfactorily completes the season.

Substance Abuse Policy

Alcoholic beverages, tobacco (regardless of age of student athlete), and drugs and narcotics that have not been prescribed by the athlete's physician will not be used in any form or be in the possession of the student-athlete at any time whether or not school is in session. Substantiated violation of this rule as outlined above shall result in the following consequences.

Consequences for Violation of the Substance Abuse Policy

First Offense

The athlete shall be declared ineligible for the next 25% of the season's total contracted contests for those teams on which they are currently members or for the next team on which they normally

participate and successfully and satisfactorily complete the season. During the period of ineligibility, the player must continue to practice and attend games/matches, but may not dress out. If the violation is of the substance abuse type, the athlete must also meet with the Athletic Director, who after discussing the case with other appropriate personnel may make a recommendation regarding assessment. Assessment will be at the expense of the athlete or his/her parents. Failure to meet with the Athletic Director regarding assessment will result in a one-year (365 days) period of ineligibility. If the athlete meets with the Athletic Director, but fails to comply with the assessment recommendations, he/she shall still be declared ineligible for 50% of the contracted contests for those teams on which they are currently members or normally participate. The athlete may be subject to random drug testing at the request of the Athletic Director at the expense of the athlete or his/her parents.

Second Offense

The athlete will be declared ineligible for one calendar year (365 days).

Third Offense

The athlete will be declared ineligible for participation in interscholastic athletics for the remainder of his or her high school career.

Students who are known and proven users of alcohol, tobacco, or non-prescription drugs or narcotics and have not previously been involved in the athletic program are eligible to try out for any athletic team. However, they will fall under the first offense section of these rules.

All athletes are subject to the rules and regulations of the IHSAA, the Porter County Conference, and the East Porter County School Corporation.

Disciplinary Procedures

Participation in athletics is a privilege earned by meeting the standards set by the coach, school, conference, and the IHSAA. Normally, discipline will be handled by the coach of the team; however, if the offense is discovered by school administration, the coach may not be involved in responding to the misconduct. If the offense or violation is of a serious enough nature to warrant removal from the team, the student athlete will be provided an opportunity to respond to the charge in a meeting with the principal and/or assistant principal/athletic director.

The following procedures will be followed to remove an athlete from a team or declare a student ineligible for 365 calendar days:

1. The coach or administrative personnel shall, verbally, in the presence of another member of the school staff, inform the athlete of the infraction of the rules which the coach or administrator believes removal of the athlete from the team is warranted. The coach or administrator shall at the same time inform the athlete that he/she has an opportunity to meet with the Athletic Director if a meeting is requested in writing by the athlete within two (2) school days of being verbally notified of the violation. The athlete is considered suspended indefinitely following this verbal notification from the coach or administrative personnel.
2. The coach or administrator shall submit to the Athletic Director within two (2) school days of his/her verbal notification to the athlete, a written citation which includes the details of the violation, the rules allegedly violated, and his/her witness (es) to the violation...
3. The athlete may waive his/her opportunity to a meeting by so indicating to the coach or Athletic Director or by not requesting one within two (2) school days.
4. Upon receiving a request for a meeting and receipt of the written citation from the coach or administrator, the Athletic Director or his/her designee shall notify the athlete, his/her parent, and the coach of the date, time, and location for the meeting requested by the athlete. The meeting should, if possible, be held within three (3) school days after the Athletic Director has received the written request from the athlete. In the event the athlete involved is 18 years of age, he/she may elect not to have his/her parents notified.

5. The athlete is entitled to have a parent at the meeting. The athlete and the coach shall both be entitled to present relevant witnesses.
6. If the charge was brought by the Athletic Director, the Principal will participate in the meeting.
7. After the meeting, if the charge was not brought by the Athletic Director, he/she will decide whether or not he/she feels that the athlete should be permanently removed from the team or declared ineligible for 365 calendar days. If the Athletic Director made the charge, the Principal will decide whether the athlete should be removed from the team or declared ineligible for 365 calendar days. Within two (2) school days, the Athletic Director or Principal shall inform the coach, athlete, and the athlete's parents of his/her decision.
8. The athlete's parents (for the athlete who is 18) may appeal the decision to the Superintendent; however, the athlete shall remain on indefinite suspension status pending the appeal meeting. The Superintendent's decision shall be final.

EMERGENCY PROCEDURES

Fire Alarms

These procedures should be followed any time the alarm is sounded.

1. Students, staff, and visitors will use the fire exits that are posted in each room.
2. All students must remain silent throughout the entire alarm.
3. Students shall walk, not run.
4. No one shall return to the building until the all-clear signal is given by the principal or person in charge.
5. Doors should be closed after everyone has left the room(s).
6. Students will be escorted by their teachers to a distance of not less than 100 feet from the building.
7. Teachers will stay with their classes at all times and take attendance at their designated safe area.

Tornado

When a tornado warning is issued for the East Porter County School Corporation, students will be moved to designated safe areas. Students will remain in safe areas until that warning is lifted, even if the warning extends beyond the normal school day. No student will be allowed to leave the school premises during a tornado warning unless under the direct charge of a parent/ guardian. Students are not to talk, run, or push at any time during a drill.

Emergency Closings

The Superintendent is empowered to delay or close district schools or to dismiss students early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. If there is a possibility of not having school due to weather conditions, please listen to the radio station listed on the last page of this booklet. Parent conferences will be cancelled in the event of emergency closings or delays. Furthermore, if school is delayed, field trips will not leave during the delay. Field trips originally scheduled to depart outside of the time of the delay will take place. Finally, if school is cancelled, all activities in the district such as athletic contests, practices, performances, etcetera, will also be cancelled. Students may participate in activities outside of the district if conditions are safe enough to travel.

IMPORTANT: Parents/Guardians should have a family emergency plan in case schools are dismissed early, the start of school is delayed, or school is cancelled (location of house key, alternative shelter, telephone number to call, etc.). Students and childcare providers must be aware of the plan.

PLEASE DO NOT CALL THE SCHOOL, PRINCIPAL, OR THE SUPERINTENDENT. Phone lines must be kept open for emergency communications.

DRESS CODE

Student dress and good hygiene are the responsibility of both the student and parent/guardian. East Porter County promotes an educational environment where its students are well-groomed, neat and representative of not only themselves, but of their school and community in general. High school, in particular, is the level where students are being prepared for the adult workplace, and the primary purpose of the dress code is to prepare students be able to be successful in that environment.

Students may dress in a way that reflects school spirit at athletic events; however, while some leeway may be given, administration reserves the right to apply the dress code at these events in cases where student dress falls outside the lines of what is appropriate in the school setting. Likewise, students are required to comply with the dress code at all activities in which the student is a participant or representative of the school. This includes participation in events off school campus such as field trips, award ceremonies, community events, presentations, and/or recognition programs.

Elementary (K-5) Dress Code

Clothing Requirements

Tops: Tops which are not school-appropriate include those that are sheer (see-through), low-cut, have a bare-midriff, or reveal undergarments.

Shorts and Skirts: Shorts and skirts are to be worn at the waist with appropriate coverage that does not reveal undergarments.

Pants: Pants are to be worn at the waist, without sagging.

Not allowed:

- Hats, hoods, caps or other head coverings.
- Sleepwear, PJ's, and slippers.
- Blankets, sheets, or other bedding material worn during the school day.
- Chains or ropes.
- Words or symbols with "double meanings" or innuendo.
- Offensive, profane wording or words commonly known as "swear" words.
- Words or symbols which identify or advertise alcohol, drugs, tobacco, sex, violence, weapons, gangs, or racism.
- Clothing which is damaging or hazardous (such as roller shoes, or clothing/footwear with metal plates or rivets).
- Bookbags, backpacks, etc. must be stored in the student's classroom closet or locker throughout the day.

Consequences:

Parent/Guardian will be contacted to bring in a change of clothing. Administrators reserve the right to apply additional consequences, or to convene a parent conference for recurring violations. Also certain exceptions may be made for special dress up days or Spirit Days.

Secondary (6-12) Dress Code

Clothing Requirements

Tops: Tops which are not school-appropriate include those that are sheer (see-through), low-cut (significantly below the collarbone), strapless, leave a bare midriff, or reveal undergarments.

Students are allowed to wear sleeveless tops but not ones with spaghetti straps.

Shorts and Skirts: Shorts and skirts are to be worn at the waist with appropriate coverage that does not reveal undergarments, and are not shorter than four inches above the knee...

Pants: Pants are to be worn at the waist, without sagging. Leggings and yoga pants may be worn only if other clothing, such as a shirt, skirt, shorts, or other garment provides coverage of the buttocks and does not reveal undergarments.

Not allowed:

- Clothing with holes, rips, or tears.
- Hats, hoods, caps or other head coverings.
- Sleepwear, PJ's, and slippers.
- Blankets, sheets, or other bedding material worn during the school day.
- Chains or ropes.
- Words or symbols with "double meanings" or innuendo.
- Offensive, profane wording or words commonly known as "swear" words.
- Words or symbols which identify or advertise alcohol, drugs, tobacco, sex, violence, weapons, gangs, or racism.
- Clothing which is damaging or hazardous (such as roller shoes, or clothing/footwear with metal plates or rivets).
- Bookbags, backpacks or excessively large purses in classrooms or cafeteria. Small, clutch-type purses are permitted

Consequences:

Parent/Guardian will be contacted to bring in a change of clothing, and student will remain in the office until they become dress code compliant. Administrators reserve the right to apply additional consequences, or to convene a parent conference for recurring violations.

Administration also reserves the right to determine what is appropriate for the school setting at each grade level in addition to the requirements stated above. Since students involved in extracurricular activities are representatives of the school, additional standards or requirements regarding dress or appearance may be made of them.

Good Standing

A student in good standing has full rights with respect to participation in activities of the school, academic, co-curricular and extra-curricular, subject to any restrictions which apply to all students. A student is not in good standing during the period of time he/she is under suspension or expulsion, regardless of whether he/she may be allowed to attend school. A student not in good standing may not participate in any school activity, contest, practice, ceremony, dance, or trip, whether academic, co-curricular, or extra-curricular, except as may be allowed by the principal and/or expulsion examiner.

DISCIPLINARY POLICY AND PROCEDURE

The schools in the East Porter County School Corporation offer outstanding learning experiences to students. For a learning community to thrive, it is vital that students understand and adopt the lifestyle expectations of the school. The school recognizes that students need to grow and mature. Part of that growth involves making academic and lifestyle decisions and choices within the limits of the community. In the event that students' decisions and choices are contrary to school expectations and standards, students will be held accountable and consequences will be imposed.

- A. Students are responsible for knowing and following the schools rules and regulations and following instructions given by school faculty and staff.
- B. Students must obey all local, state, and federal laws.
- C. Students must respect the individual rights of faculty, staff, administration, and fellow students.
- D. Students' conduct must contribute to the formation and maintenance of a supportive and cooperative school and community.

Policy

Discipline will have three primary objectives for students. First, discipline should demonstrate that students are held accountable for their actions. Second, discipline should modify and change behavior. Finally, discipline should educate by providing honest feedback to aid students in future decision making.

Definition of Terms

“Warning” is a statement cautioning a student against repeated infractions.

“Detention” is defined as the act of requiring the student to spend time beyond regular school hours as a disciplinary consequence. Detention may include time before or after school, or during a lunch hour, or on days when school is not normally in session. The duration of the detention may be different depending on the grade level of the student.

“Probationary status” is when a student has repeated infractions or has violated a more serious infraction. A probationary status states a specific period, stipulated behavior that may not be repeated during the period, and indicates possible consequences if the behavior terms are not followed.

“Principal” includes a principal’s designee.

“Superintendent” includes the superintendent’s designee.

“Member of the administrative staff” or comparable language means a school corporation employee who:

- Is certificated under the statutes relating to the licensing of teachers; and/or
- Has supervisory authority.

“School purposes” refers to the purposes for which a school corporation operates, including the following:

- To promote knowledge and learning generally.
- To maintain an orderly and effective educational system.
- To take any action under the authority granted to school corporations and their governing bodies by IC 20-5-2 or by any other statute.

“Expulsion” means a disciplinary or other action whereby a student:

- Is separated from school attendance for a period in excess of ten school days;
- Is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or
- Is separated from school attendance under IC 20-33-8-3, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

Expulsion does not include situations where a student is:

1. Disciplined under IC 20-33-8-25;
2. Removed from school in accordance with IC 20-34-3-9; or
3. Removed from school for failure to comply with the immunization requirements of IC 20-34-4-5.

“Suspension” means any disciplinary action whereby a student is separated from school attendance for a period of not more than ten (10) school days per occurrence. Suspension does not include situations where a student is:

1. Disciplined under IC 20-33-8-25;
2. Removed from school in accordance with IC 20-34-3-9; or
3. Removed from school for failure to comply with the immunization requirements of IC 20-34-4-5.

A firearm is any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.

A deadly weapon is a weapon, Taser, or electronic stun weapon, equipment, chemical substance, biological disease, virus, organism, or other material that in the manner it is used, or could be used, or is intended to be used, is readily capable of causing serious bodily injury. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime is a deadly weapon.

A destructive device is an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four (4) ounces, a missile having an explosive or incendiary charge or more than one-quarter (1/4) ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above. A destructive device is also a type of weapon that may be readily converted to expel a projectile by the action of an explosion or other propellant through a barrel that has a bore diameter of more than one-half (1/2) inch or a combination of parts designed or intended for use in the conversion of a device into a destructive device.

A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

Disciplinary Infractions

Any of the following activities, or the aiding, abetting, inciting, encouraging or supporting of any of the following activities constitutes misconduct for which a student found to be in violation may be subject to administrative action or disciplinary penalty, in addition to any civil action that may be appropriate. These disciplinary sanctions including suspension and expulsion from school and other lesser sanctions authorized by this policy.

Additionally, a student may be suspended or expelled and/or may lose driving privileges, for violating school rules or policies or engaging in unlawful activity on or off school grounds under the following conditions:

- On school grounds immediately before, during, or immediately after school hours, or at any other time when the school is being used by a school group (including summer school).
- Off school grounds at a school activity, function, or event.
- Traveling to or from school or a school activity, function, or event.

Obligation of Students to Report

School safety is an obligation to students, as well as staff. Students are required to report knowledge of dangerous items and threats of violence by students or staff to an administrator, faculty or staff member. Information received by students regarding safety issues will always be treated in a confidential way. Students may also report safety concerns to the School Resource Officer at any time in or out of school.

East Porter County School Corporation Graduated System of Discipline

The East Porter County School Corporation employs a graduated system of discipline. We will always respond to a student's misconduct with the lowest level of intervention needed. Please understand that a response to a student's violation of a conduct rule may not necessarily follow from Level 1 to Level 6. A student's violation of a conduct rule may be so severe that the consequences of Levels 4, 5, or 6 may be immediately imposed.

The graduated level of discipline that may be applied to each conduct rule is shown in the table of Conduct Rules that follows. The consequences will be responsive to the student's comprehension of the rules, which is most often age dependent, and any previous disciplinary actions. The consequences for violations of student conduct rules may include:

Level 1 – Conference/Parent Contact

Staff members may initiate and conduct a conference or make contact with any combination of the following:

- a) Teacher/student, teacher/parent
- b) Teacher/counselor, teacher/student/administrator
- c) Teacher/student/counselor/parent
- d) Administrator/parent
- e) Administrator/student/parent
- f) Teacher/student/administrator/parent
- g) Letter to parent
- h) Telephone contact with parent

Level 2 – Intervention Options

- a) Referral to school counselor or student services specialist.
- b) Temporary removal of the student from class.
- c) Detention – Detaining a student before, during, or after school hours for disciplinary reasons.
- d) School Behavior Agreement with student/parent – A written statement listing the steps to be taken to improve behavior or attendance. The statement also describes the support to be provided by school staff and/or parents as well as the day when the contract will be reviewed.
- e) Restricted Activity – The denial of participation in school activities or extra-curricular events.
- f) School/Community Service – Assignment of student to perform community service.
- g) Suspension of parking permit.
- h) Suspension of driver's license – A student's license may be suspended by the state for truancy after the second out-of-school suspension, or at the time of expulsion.
- i) Suspension of work permit.
- j) Recess restrictions.
- k) A combination of any Level 1 and Level 2 option.
- l) Other options as discussed among parents, teachers, and administrators.

Level 3 – In-School Alternatives

- a) Placement of a student in an in-school suspension setting for one-half day or more.
- b) Placement of a student in a different class.
- c) Placement as outlined above and in combination with Levels 1 and 2 consequences.

Level 4 – Out-of-School Suspension (1-10 days per occurrence)

- a) Suspension with parent conference.
- b) Suspension with parent conference and probationary agreement.
- c) May be in combination with Levels 1, 2, and 3 consequences.

Level 5 – Alternative Consequences/Programs

- a) School probation with modified schedule.
- b) School probation with community service.
- c) School probation with counseling.
- d) School probation with referral to a community agency such as juvenile court.
- e) School probation may be in combination with Levels 2, 3, and 4 consequences.
- f) Placement in alternative setting with the local school setting.
- g) Placement in alternative school.

Level 6 – Expulsion Meeting/Expulsion

- a) Suspension with recommendation for expulsion.
- b) Recommendation for expulsion without suspension.
- c) Suspension/manifestation determination/expulsion recommended.

A student may be suspended or expelled and/or may lose driving privileges, for violating school rules or policies or engaging in unlawful activity on or off school grounds under the following conditions:

- On school grounds immediately before, during, 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.
- Traveling to or from school or a school activity, function, or event.
- During evenings, weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.
- If the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.
- If the student's removal or loss of driving privileges is necessary to restore order or protect persons on school property.

Disruptive Students

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from his/her class or from the school. In this event, and in accordance with the provisions of IC 20-33-8, the Board of School Trustees authorizes administrators and staff members to take the following actions:

- A middle school teacher or high school teacher has the right to remove a student from a class or activity for one period if the student is assigned regular or additional work to be completed in another school setting.
- An elementary teacher has the right to remove a student from his/her classroom or activity for a period of up to one school day if the student is assigned regular or additional work to be completed in another school setting.
- A school principal may deny a student the right to attend school or take part in any school function for a period of up to ten school days per occurrence.
- If a teacher removes a student from a class, the principal may place the student in another appropriate class or into in-school suspension. The principal may not return the student to the class from which the student was removed until the principal has met with the student, the student's teacher, and the student's parents to determine an appropriate behavior plan for the student. If the student's parents do not meet with the principal and the student's teacher within a reasonable amount of time, the student may be moved to another class at the principal's discretion.

Suspension/Expulsion

A student may be suspended from school for a period of one to ten days per occurrence during a school year. A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of a deadly weapon, destructive device, or firearm possession as listed under grounds for expulsion in this policy. Subject to the procedural requirements of IC 20-33-8-14 et seq., the following are grounds for student suspension or expulsion:

- A. Student misconduct
- B. Substantial disobedience

Discipline Procedures for Students with Disabilities

Students with disabilities are subject to the discipline rules adopted by the board of school trustees and, therefore, may be suspended or expelled for any violation(s) of the rules for which nondisabled students could also be suspended or expelled. In accordance with IC 20-33-8 and 511 IAC 7-44, administrators may take the following discipline actions:

Suspension

A suspension is defined as a unilateral, temporary removal of a student from the student's current placement. A short-term removal of a student pursuant to the student's individualized education program is not a suspension. An in-school suspension is not considered a suspension as long as

the student is provided both general education and special education services consistent with the student's individualized education program and the student is allowed to participate with nondisabled students as the student would have in the student's current placement.

A student with disabilities may be suspended up to ten (10) consecutive instructional days for a violation of school rules. Additional suspensions of up to ten (10) consecutive instructional days for each separate act of misconduct are permissible in the same school year as long as the suspensions do not constitute a pattern of removals from the student's current placement.

Before a student with disabilities can be suspended, the student must be afforded the same due process procedures provided to a nondisabled student.

Educational services do not have to be provided to a student with disabilities during the first ten (10) cumulative instructional days of suspension if educational services are not provided to nondisabled students who have been similarly suspended. Beginning on the 11th cumulative instructional day of suspension in a school year, a student with disabilities shall be provided educational services. The principal and the student's special education teacher shall determine the services that will be provided to the student.

Whenever a student with disabilities has been suspended for more than ten (10) cumulative instructional days in a school year, a case conference committee meeting must be convened for the purpose of reviewing the student's behavior and developing a behavioral intervention plan. If a behavioral intervention plan already exists, the plan and its implementation must be reviewed.

Expulsion

An expulsion is defined as the temporary removal of a student from the student's current placement for more than ten (10) consecutive instructional days. An expulsion also includes a series of suspensions totaling more than ten (10) cumulative instructional days that constitutes a pattern of removal from the student's current placement.

Before a student with disabilities can be expelled from school, the case conference committee must meet to review the student's behavior and develop a behavioral intervention plan or review an existing plan and its implementation. The case conference committee must also review the relationship between the student's disability and the misconduct. If the case conference committee determines the student's behavior was a manifestation of the student's disability, the student may not be expelled. If the committee determines the behavior of the student was not a manifestation of the student's disability, the superintendent may appoint an expulsion examiner who will conduct the same expulsion proceedings afforded to non-disabled students. The parent of the student with disabilities may request a due process hearing, mediation or both in accordance with Article 7 to challenge the manifestation determination of the case conference committee.

While expulsion (or a challenge to the manifestation determination) proceedings are pending, a student with disabilities must remain in the student's current placement unless the parent of the student agrees to a removal of the student from the current placement.

If a student with disabilities is expelled, the student must be provided educational services during the period of expulsion. The case conference committee determines the extent of the educational services that will be provided during the expulsion period and where the services will be provided.

Expulsion for Weapons or Illegal Drugs

If a student with disabilities either carries a weapon (including a firearm) to school or a school function or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, the student may be placed in an interim alternative educational setting for no more than forty-five (45) instructional days. A case conference committee must determine the appropriate alternative educational setting for the student and the educational services the student will receive in the alternative educational setting. A parent of a student with

disabilities may request a due process hearing, mediation or both under Article 7 to challenge the interim alternative educational setting, but pending the determination of the hearing officer, the student must remain in the alternative setting. A student may not be placed in an alternative setting for longer than 45 instructional days unless the parents and the school agree to a shorter or longer period of the alternative placement.

The case conference committee must review the student's behavior and develop a behavioral intervention plan or review an existing plan and its implementation. The committee must also review the relationship between the student's disability and the misconduct. If the case conference committee determines the student's behavior was a manifestation of the student's disability, the student may not be expelled. If, however, the committee determines the behavior of the student was not a manifestation of the student's disability, the superintendent may appoint an expulsion examiner who will conduct the same expulsion proceedings afforded to nondisabled students. The parent of the student with disabilities may also request a due process hearing, mediation or both in accordance with Article 7 to challenge the manifestation determination of the case conference committee.

If the student with disabilities is expelled, the student must be provided educational services during the period of expulsion. The case conference committee determines the extent of the educational services that will be provided during the expulsion period and where the services will be provided.

Removal From Placement Because of Likely Injury

If a student with disabilities has been suspended or expelled and the school believes returning the student to the educational placement the student was in prior to the suspension or expulsion is substantially likely to result in injury to the student or others, the school may request a hearing under Article 7 to determine an appropriate placement for the student. An independent hearing officer may order a change in the student's current placement to an interim alternative educational setting for up to forty-five (45) instructional days.

Injunctive Relief

School officials may seek injunctive relief from a court to remove a student with disabilities from school or to change a student's placement if the school believes that maintaining the student in the student's current placement is substantially likely to result in injury to the student or others.

**These procedures are limited to the discipline of students with disabilities as identified under 511 IAC 7-40 and are not intended to be used as a substitute for the discipline procedures set forth in 511 IAC 7-44-1 et seq.*

STUDENTS ARE ADVISED THAT THERE ARE SOME VIOLATIONS FOR WHICH THEY MAY BE SUSPENDED OR EXPELLED EVEN ON THE FIRST VIOLATION. These include, but are not limited to, violations of school rules and regulations involving drugs, alcohol, theft, harmful pranks, vandalism, blatant insubordination, falsification, physical/emotional threats, abuse and acts to self and/or others, criminal activities, and aiding and abetting miscreant behavior of others.

Students who have been suspended or expelled are not permitted to attend or participate in any extra-curricular events during the term of the suspension or expulsion. This prohibition extends to events at other school campuses outside of the East Porter County School Corporation in which any East Porter County student, team, club, or student group is participating.

Conduct Rules with Graduated System of Discipline The following specific acts are prohibited and offenders will be subject to any of the disciplinary consequences listed in the Graduate System of Discipline, including suspension and/or expulsion from school.	Graduated System of Discipline Levels	
	Minimum-Maximum Levels Used	Minimum-Maximum Levels Used
	Grades K-5	Grades 6-12
1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, hazing, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct;	1-6	1-6
2. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;	1-6	1-6
3. Blocking the entrance or exits of any school building, corridor, or room therein with intent to deprive others of lawful access of use;	1-6	1-6
4. Trespassing, vandalizing, defacing school property, breaking and entering a school building or facility, attempting to set fire to or substantially damage any school building or property;	2-6	4-6
5. Interfering with school purposes;	1-6	1-6
6. Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises* including on a school bus or in a private vehicle;	4-6	4-6
7. Bringing a firearm or destructive device to school or on school property or possessing a firearm or destructive device on school property. A student who violates the rule concerning firearms or destructive devices, will be expelled for a period of one (1) calendar year with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period;	4-6	4-6
8. Bringing a deadly weapon to school or on school property or possessing a deadly weapon on school property. A student who violates this rule may be expelled for not more than one (1) calendar year;	4-6	4-6
9. Providing to another a firearm, destructive device, or deadly weapon on school property, at a school event, on a school bus, immediately before or after school where the school has jurisdiction over the student, storing a firearm, destructive device, or deadly weapon in a locker, article of clothing, or elsewhere;	4-6	4-6
10. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property;	1-6	2-6

11. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his/her supervision;		2-6	2-6
12. Causing or attempting to cause damage to school or private property; stealing or attempting to steal or convert school property or private property on school property, at a school event, or from a vehicle used to transport students;		2-6	4-6
13. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person within the jurisdiction of the school. This includes pushing, shoving, horseplay, play fighting, and purposefully slamming or running into other individuals;		1-6	2-6
14. Using force, attempted force, or the threat of force to take money or something of value from another person, engaging in blackmail, or using coercion to gain something of value or an advantage;		1-6	3-6
15. Possessing, handling, using, transmitting or selling weapons, knife/knives, box cutters, razors, dangerous instruments, destruction devices, explosive devices, instructions on how to make such devices, or any other object that can reasonably be considered a weapon or look-alike weapon;		3-6	4-6
16. Possessing, using, consuming, transmitting, selling, or being under the influence of any narcotic drug, prescriptive drug for which the person in possession has no prescription, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, paraphernalia, or any other intoxicating substance, or substances represented to be illicit drugs or any product, item, or substance that produces an altered mental or physical state when used.		4-6	4-6
17. Possessing, using, transmitting, selling an electronic cigarette (e-cigarette, vape, juul or hookah pen) or any components of an electronic cigarette, vape, juul or hookah pen including vapor liquid.		1-6	1-6

<p>18. Dealing in a substance presented to be a controlled substance, which shall mean a person who knowingly and intentionally delivers any substance that he/she represents to be a controlled substance. No student may possess or use any substance which the student has reason to believe is, or which has been represented to him/her as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind. Students are prohibited from possessing, using, selling, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind be they available with or without a prescription. Knowingly abusing or consuming in excess of the recommended dosage of any patent or prescription drug with the purpose of creating an intoxicated, drugged, or irrational state or causing physical injury, either to one's self or to other persons. Knowingly transmitting or selling prescription or patent drugs that exceed recommended dosage. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision;</p>		4-6	4-6
<p>19. Selling or attempting to sell, purchasing or attempting to purchase, a substance alleged by the seller to be marijuana, a controlled substance, a prescription drug, an alcoholic beverage, or an intoxicant of any kind within the jurisdiction of the school corporation;</p>		4-6	4-6
<p>20. Selling or attempting to sell marijuana or drug paraphernalia in conjunction with restricted activity under this section or for the purpose of causing a violation under this section or any activity forbidden under IC 35-48-4;</p>		4-6	4-6
<p>21. Repeatedly refusing to follow the directions of school corporation employees and/or volunteers; engaging in acts of serious disrespect to school employees and volunteers;</p>		2-6	2-6
<p>22. Engaging in conduct forbidden by the laws of the State of Indiana;</p>		1-6	3-6
<p>23. Being willfully absent or truant from school in accordance with East Porter County School Corporation policy;</p>		1-6	1-6
<p>24. Engaging in physical, verbal, or written conduct such as bullying, hazing, or harmful pranks that threatens, intimidates, or coerces another student, school corporation employee or adult volunteer on or off schools grounds, at any time;</p>		1-6	2-6
<p>25. Engaging in the use of profane, obscene, racially discriminatory or defamatory language directed at any school corporation employee, student, or adult volunteer;</p>		1-6	2-6

26. Using obscenity or sexual misconduct in any form whether by word or action within the jurisdiction of the school corporation or violating the school corporation sexual harassment policy;		1-6	2-6
27. Engaging in consensual sexual behavior such as kissing, fondling, or sexual relations;		1-6	2-6
28. Creating or distributing information including information distributed via e-mail, text message or through a web site, which results in or is likely to result in the disruption of an educational function, advocates a violation of law or a student conduct rule, is sexually explicit or obscene, is slanderous or defamatory, or invades the privacy of an identified or identifiable person;		1-6	2-6
29. Making duplicates of keys to school facilities or vehicles (i.e., building, laboratory, lockers, rooms, buses, tractors, etc.);		1-6	2-6
30. Misuse of school documents and tests. Altering, forging, or transferring any document, test, identification cards and/or records;		1-6	2-6
31. Cheating, whether by accepting answers or material or providing answers or material;		1-6	2-6
32. Selling or trading any items, except those which are part of a school-sponsored fundraising event;		1-4	2-6
33. Tampering with safety equipment, (i.e., alarms, extinguisher, lab showers, fire hoses, etc.), or by placing the safety of self or others in jeopardy by not following safety procedures during a drill, disaster, or emergency;		1-4	2-6
34. Possession, providing, or displaying pornographic or other inappropriate materials;		1-6	2-6
35. Display of statements or symbols that promote drugs or alcohol use;		1-4	2-6
36. Misuse of student areas, labs, restrooms, and common areas that result in damage or property loss. The cost of labor and materials necessary for clean-up and/or repair will be charged to the student in addition to appropriate disciplinary penalty;		1-6	2-6
37. Failing to report the actions or plans for action of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to a person or persons or damage property.		1-6	1-6
38. If the student's legal settlement is not in the attendance areas of the school corporation where the student is enrolled;		6	6

<p>39. No student on or about school property or at any school function or activity shall:</p> <ul style="list-style-type: none"> a. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, drawing, graffiti, or other items which may be viewed as evidence or membership or affiliation in any gang; b. Request any person to pay for protection or otherwise intimidating or threatening any person; c. Commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, drawings, graffiti, other written communications, etc.), in furtherance of the interests of any gang or gang activity, including but not limited to: show affiliation in a gang; Solicit others for membership in any gang; 		1-6	1-6
<p>40. Committing any other illegal act or other violation of school district policies;</p>		4-6	4-6
<p>41. Inciting other students to act with physical violence upon any other person;</p>		1-6	1-6
<p>42. Violating or repeatedly violating any rules that are reasonable necessary in carrying out school purposes or an educational function and are validly adopted;</p>		1-6	1-6
<p>43. Failing to meet legal requirement for immunizations or failing to provide documentation of immunizations or proof of religious or medical exemption to immunizations.</p>		6	6
<p>44. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.</p>		1-6	1-6

<p>45. Intimidation Sec.1. (a) A person who communicates a threat to another person, with the intent:</p> <ol style="list-style-type: none"> 1. that the other person engage in conduct against the other person's will; 2. that the other person be placed in fear of retaliation for a prior lawful act; or 3. of causing: <ol style="list-style-type: none"> A. a swelling, a building, or another structures; or B. a vehicle; to be evacuated; <p>commits intimidation, a Class A misdemeanor. (b) However, the offense is a:</p> <ol style="list-style-type: none"> 1. Class D felony if: <ol style="list-style-type: none"> A. the threat is to commit a forcible felony; B. the person to whom the threat is communicated: <ol style="list-style-type: none"> i. is a law enforcement officer; ii. is a judge or bailiff of any court; iii. is a witness (or the spouse or child of a witness) in any pending criminal proceeding against the person making the threat; iv. is an employee of a school corporation; v. is a community policing volunteer; vi. is an employee of a court; vii. is an employee of a probation department; or viii. is an employee of a community corrections program. C. The person has a prior unrelated conviction for an offense under this section concerning the same victim; or D. The threat is communicated using property, including electronic equipment or systems, of a school corporation or other governmental entity; and 2. Class C felony if, while committing it, the person draws or uses a deadly weapon. <p>(c) "Threat" means an expression, by words or action, of an intention to:</p> <ol style="list-style-type: none"> 1. unlawfully injure the person threatened or another person, or damage property; 2. unlawfully subject a person to physical confinement or restraint; 3. commit a crime; 4. unlawfully withhold official action, or cause such withholding; 5. unlawfully withhold testimony or information with respect to another person's legal claim or defense, except for a reasonable claim for witness fees or expenses; 6. expose the person threatened to hatred, contempt, disgrace, or ridicule; 7. falsely harm the credit or business reputation of the person threatened; or 8. cause the evacuation of a dwelling, a building, another structure, or a vehicle. 	<p>1-6 for Class A Misdemeanor</p> <hr/> <p>4-6 for Class C or D felony</p>	<p>1-6 for Class A Misdemeanor</p> <hr/> <p>4-6 for Class C or D felony</p>
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NOTE: The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under rules regarding possession of a firearm, destructive device, or deadly weapon.

PUBLIC DISPLAY OF AFFECTION

Kissing, intimate touching, etc. are not allowed on any school property, including school buses.

ELECTRONIC MEDIA DEVICES

The use, display, or activation of electronic media devices such as an iPod, Apple Watch or similar device used in part for communication purposes, MP3 player, or electronic game on school property is allowed only at certain times. Use is defined as using or accessing any function or feature of the electronic device.

Possession of an electronic media device on school property or on school grounds is at the student's and parent's risk. The school corporation and schools will not be responsible for lost, stolen, or damaged electronic devices. Furthermore, school personnel will not investigate claims of lost, stolen, or damaged electronic devices.

Elementary Students:

Electronic personal devices may only be used before the school day begins or after the school day ends. Elementary students may use iPods or other such devices on the school bus. The student may use only one (1) ear bud and the volume must be low enough so other students cannot hear the music. **No other electronic personal devices, such as cell phones or electronic games, are to be used on the school bus.**

Students who violate this policy will be subject to the following disciplinary consequences:

First Offense – The item will be confiscated for the remainder of the day and the student must retrieve the item from the school office. One detention will be assigned.

Second Offense – The item will be confiscated and the student's parent must retrieve the item from the school office. Two detentions will be assigned.

Third Offense – The item will be confiscated and the student's parent must retrieve the item from the school office. The student will be suspended in school for one day.

Further violations of this policy will result in other disciplinary action including, but not limited to, out of school suspension and/or expulsion from school.

Middle School and High School Students:

Electronic personal devices may only be used before the school day begins, and after the school day ends. Middle school and high school students may only use iPods or other such devices on the school bus. The student may use only one (1) ear bud and the volume must be low enough so that other students cannot hear the music. **No other electronic personal devices, such as cell phone or electronic games, are to be used on the school bus.**

First Offense – the item will be confiscated for the remainder of the day and the student must retrieve the item from the school office. One after-school detention will be assigned.

Second Offense – the item will be confiscated and the student's parent must retrieve the item from the school office. Two after-school detentions will be assigned.

Third Offense – The item will be confiscated and the student's parent must retrieve the item from the school office. The student will be suspended in-school for one day.

Further violations of this policy will result in other disciplinary action including, but not limited to, out-of-school suspension and/or expulsion from school.

CELL PHONE POLICY

The use, display, or activation of a cell phone on school property or on schools grounds is not allowed during school hours. Use is defined as using or accessing any cell phone function or feature, including, but not limited to, the camera, video recorder, clock, alarm clock, calculator, web browser, picture display, making or receiving calls, or sending or receiving text, picture, video, or voice messages, etc.

Students may not use a cell phone for any purpose, except in the case of an accident, while on the school bus.

Possession of a cell phone on school property or on school grounds is at the student's and parent's risk. The school corporation and schools will not be responsible for lost, stolen, or damaged cell phones. Furthermore, school personnel will not investigate claims of lost, stolen, or damaged cell phones.

Elementary Students:

While on the school campus, a cell phone may only be used before the school day begins or after the school day ends. At all other times, cell phones must be fully turned off and kept in the student's backpack.

Students who violate the cell phone policy will be subject to the following disciplinary consequences:

First Offense - The cell phone will be confiscated for the remainder of the day and the student must retrieve the phone from the school office. One detention will be assigned.

Second Offense - The cell phone will be confiscated and the student's parent must retrieve the phone from the school office. Two detentions will be assigned.

Third Offense - The cell phone will be confiscated and the student's parent must retrieve the phone from the school office. The student will be suspended in-school for one day.

Further violations of this policy will result in other disciplinary action including, but not limited to, out-of-school suspension and/or expulsion from school.

Middle School and High School Students:

Cell phones may only be used before the bell for first period and after the bell at the end of last period. At all other times, cell phones must be fully turned off and kept in the student's locker or vehicle. Students are advised to make certain their locker or vehicle is locked when storing their cell phone.

STUDENTS ARE NOT PERMITTED TO POSSESS A CELL PHONE DURING THE SCHOOL DAY.

First Offense - The cell phone will be confiscated for the remainder of the day and the student must retrieve the phone from the school office. One after-school detention will be assigned.

Second Offense - The cell phone will be confiscated and the student's parent must retrieve the phone from the school office. One day of in-school suspension will be assigned.

Third Offense - The cell phone will be confiscated and the student's parent must retrieve the phone from the school office. The student will be suspended out of school for one day and the student will be prohibited from possessing a cell phone on school property for the remainder of the school year.

Further violations of this policy will result in other disciplinary action including, but not limited to, further suspension and/or expulsion from school.

SMOKING / TOBACCO POLICY **TOBACCO-FREE SCHOOLS**

The East Porter County School Corporation has created a tobacco-free school environment. The School Board prohibits the open possession and/or use of all tobacco products by students, employees, and visitors on school grounds, in school vehicles, or at any school-related events. For the purpose of this policy, use of tobacco shall mean all uses of tobacco, including the use of a cigarette, cigar, pipe, snuff, chewing tobacco, e-cigarettes, hookah pens, or any other matter of substance that contains tobacco or nicotine, except for nicotine cessation materials.

This restriction pertains to smoking and chewing on the grounds as well as off the grounds at school-sponsored activities. Students caught smoking, chewing, or in possession of cigarettes or paraphernalia (e.g., lighters, matches, etc.), or tobacco products may be dealt with as outlined in the graduated system of discipline.

DRUG/ALCOHOL POLICY

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The unlawful possession, use or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities is prohibited and such action will result in disciplinary action, up to and including expulsion from school and/or prosecution. Information about any drug and alcohol counseling rehabilitation program is available to students and parents in the school guidance office.

A student who violates the terms of this policy of the East Porter County School Corporation Board of Education shall be suspended, subject to expulsion from school. Sanctions against students shall be in accordance with prescribed policies and administrative procedures of the East Porter County School Corporation Board of Education.

The East Porter County School Corporation Board of Education believes that, in addition to a penalty, help should be offered to students found to be under the influence or in unlawful possession of alcohol or drugs. If a student is under the influence or in unlawful possession of alcohol/drugs, the Board strongly encourages such student's, and/or their parents, to seek help in the form of an independent assessment of chemical use and/or counseling if necessary.

Student Substance Abuse Intervention Program

The Board recognizes that chemical dependency is chronic and progressive but is treatable. For that reason, the following Student Substance Abuse Intervention Program shall be implemented in each school.

Student referral may be initiated under the following

- a) A referral by an East Porter County employee who has observed inappropriate behavior patterns, or
- b) A referral by a parent/guardian who has observed inappropriate behavior patterns, or
- c) A voluntary self-referral by a student. If a student initiates a voluntary self-referral, or the parent/guardian initiates a referral, prior to the school investigating a student's alcohol/drug use, there will be no school disciplinary penalties imposed. This voluntary self-referral must occur prior to any legal involvement and/or any school initiated investigation.

Under the influence and/or possession procedures

A student who has been determined by the building principal or administrative designee to be under the influence or in unlawful possession may be suspended from school with an expulsion recommendation made to the Superintendent.

The administration may elect to accept academic credit from an alternative placement site in the event certain criteria including the following are met:

- a. The student acknowledges that he/she has a problem.
- b. The student has completed an assessment of chemical use.
- c. The student has acted upon recommendations generated from the assessment.

Student dealing offense

Dealing is defined as selling or providing drugs to other students or staff. A student who has been determined by the building principal to be dealing shall be suspended subject to expulsion and referred to the police.

Reasonable Suspicion Testing

When an East Porter County employee (i.e. administrator, school resource office, teacher, counselor, home/school advisor, or school nurse) has reasonable suspicion that a student may be under the influence of alcohol, drugs, or intoxicating substance, an investigation will be held, that may include an alcohol or drug test and/or other assessment of intoxication.

1. A testing laboratory that is certified pursuant to the regulations of the United States Department of Transportation will provide training and direction to those who supervise the alcohol and drug testing of students. The test sample shall be collected at a lab, doctor's office, or by the school nurse. The person collecting the sample shall be trained to collect specimen for analysis. The integrity of the test sample shall be carefully preserved at all times through a strict chain of custody maintained with the supervision of the testing laboratory. The sample shall be tested at a certified testing laboratory or nurse's office.
2. A student who tests positive for being under the influence of alcohol or drugs or whose intoxication assessment indicates physical conditions and behavior associated with intoxication will be subject to the provisions of the School Corporation's student discipline policy.
3. If the test is positive or the intoxication assessment indicates physical conditions and behavior associated with intoxication, the principal or administrative designee will meet with the student and the student's parent or guardian. The student and the student's parent or guardian may be given the names of counseling and assistance agencies that the family may want to contact for help.
4. A refusal to submit to an alcohol or drug test or intoxication assessment or attempts to tamper with samples collected in connection with this policy will be treated as a positive result for the presence of alcohol, drugs, or other intoxicating substances in the students' body. The student will be disciplined accordingly.
5. The East Porter County School Corporation will be responsible for the costs of all initial alcohol or drug tests based on a reasonable suspicion of drug, intoxicant, or alcohol use.
6. Following a positive test result or intoxication assessment indicating intoxication, if the student or parent requests a confirmation test using a sample collected at the same time as the original sample, it will be the financial responsibility of the student or his/her parent or guardian for the second test.

Anti-Hazing Policy

Philosophy

All clubs and organizations at East Porter County School Corporation have a set of values and qualities meant to support individual growth and development. At East Porter County, we value traditions, rituals, and rites of passage because they remind community members of their connections to one another and to the past and future of the school; they can build important bonds between groups and individuals. Athletic team or student organization initiations or traditions that attempt to build these bonds between members must do so in an affirming way without coercion or

intimidation of any kind. In a learning community such as ours, we value lasting relationships grounded in mutual respect, not artificial connections created through shared humiliation.

Hazing is a form of victimization. Hazing is comprised of a broad range of activities that demonstrate disregard for another person's dignity or well-being or behaviors that may place another person in danger of physical or psychological discomfort or harm. A level of coercion is often involved, that is those being hazed felt pressure to participate in order to belong to the group or show commitment to group members.

Hazing has potential to harm individuals, damage organizations and teams, and undermine the educational mission of the school and the fundamental values of our learning community.

East Porter County Policy

East Porter County maintains a zero-tolerance policy regarding hazing, which is strictly prohibited. As such, no student, student organization, athletic team, other school-recognized group or association shall conduct, condone, aid, or participate as a witness in hazing activities, consensual or not. In addition to disciplinary action imposed by the school, students who engage in hazing could be subject to criminal prosecution by legal authorities.

East Porter County defines hazing more broadly to include *any activity that is part of an initiation or admission into a group or is required for continued acceptance in a group* and that encompasses one or more of the following:

1. physically or psychologically embarrasses, demeans, degrades, abuses, or endangers someone regardless of that person's willingness to participate;
2. categorizes members of the group based upon seniority or standing or otherwise emphasizes the relative power imbalance of newer members;
3. involves the consumption of alcohol, drugs, or other substances;
4. removes, damages or destroys property;
5. results in the disruption of school or community activities, the educational process, or the impairment of academic performance; and/or
6. violates a school policy and/or a state law.

This definition pertains to behavior on or off campus and applies whether or not the participants or others perceive the behavior as "voluntary." *The implied or expressed consent of any person toward whom an act of hazing is directed does not relieve any individual, team, or organization from responsibility for their actions* nor does the assertion that the conduct or activity was not part of an official organizational or team event or was not officially sanctioned or approved by the organization or team.

Longstanding team or organizational traditions that are carried over from year-to-year sometimes constitute hazing. Discontinuing inappropriate traditions can be especially difficult because of pressure from within the group or from alumni. Such pressure, however, is not an excuse for unacceptable behavior; the school expects students to adhere to school policy and state law.

Some incidents of hazing are more serious than others. Generally, the greater the actual or potential physical or psychological harm, the more severe the hazing. Hazing incidents typically involve perpetrators (the planners and organizers), bystanders (those who participate but were not hazed or involved in the planning or organizing), and victims (those who were hazed). All involved are responsible for their behavior, but consequences will typically differ based on the seriousness of the incident and one's level of responsibility, planning, or participation.

Violation of the hazing policy may subject an individual and/or recognized organization or team to disciplinary action by the school with penalties up to and including suspension or dismissal for individuals.

No policy can address, in specific fashion, all possible activities or situations that may constitute hazing. The determination of whether a particular activity constitutes hazing will depend on the circumstances and context in which that activity is occurring and that determination will be made by the athletic director, principal and other school officials.

Examples of mild to more severe hazing include, but are not limited to, any of the following activities that are part of an initiation or admission into a group or required for continued acceptance in a group:

- physical or verbal abuse of any kind or implied threats of physical or verbal abuse;
- branding or other body markings;
- encouraging or requiring a person to consume alcohol, drugs, unusual substances or concoctions;
- confining a person or taking a person to an outlying area and dropping him/her off;
- servitude such as encouraging or requiring a person to run personal errands, cook, clean, etc.;
- requiring a shaved head or other haircut;
- stunt or skit nights with degrading, crude, or humiliating games or acts;
- "mind games" or creating real or perceived psychological uneasiness or harm;
- encouraging or requiring public stunts or buffoonery;
- encouraging or requiring the wearing or carrying of apparel or items likely to subject the wearer to embarrassment, ridicule, or harm;
- encouraging or requiring new members to participate in inappropriate scavenger hunts or road trips;
- expecting certain items to always be in one's possession; and
- requiring new members/rookies to perform duties not assigned to other members. Note: duties like carrying water to practice can be a first year responsibility if other team members have similar responsibilities or all responsibilities are rotated among team members.

Note: Hazing does not include actions or situations that are subsidiary to officially sanctioned and supervised school activities such as athletic training and events, e.g. running extra laps at practice.

Identifying Hazing

All members of the East Porter County community must take responsibility for considering what does and does not constitute hazing. Student leaders bear particular responsibility for conducting their team, club, or organization in such a manner that welcomes new members without resorting to hazing to build group camaraderie.

Below are key questions to consider when planning any activity that is part of an initiation or admission into a group or is required for continued acceptance in a group:

- Is a person or group being targeted in an inappropriate way because of status or class year?
- Would you be willing to describe the activity to your own parents, grandparents, the parents of a fellow student, superintendent, principal, athletic director, police officer, or judge?
- How would you feel if the activity was photographed and appeared on Facebook, YouTube, or local TV?
- Is there a risk of real or even perceived physical or psychological discomfort or harm, i.e. was it demeaning, abusive or dangerous?
- Even if you would not be embarrassed by this activity, can you imagine that someone else might be?
- Could someone's safety be at risk?
- Is there a level of coercion and peer pressure involved?
- Will current members be participating in the activities that new members will be asked to do?

- Do the activities interfere with students' other activities or obligations (academic, extracurricular, family, religious, etc.)?
- Are alcohol and/or drugs involved?
- Is there a sexual element to the activity?
- Do any activities violate a school policy, federal, state, or local law?

Answering “Yes” or even “Maybe” to any of these questions suggests the activity could be construed as hazing and should therefore be avoided. When in doubt about whether an activity constitutes hazing, always err on the side of caution and ask a dean, coach, or other school employee who works with student organizations or teams. Engaging in open conversations about hypothetical situations can be especially helpful. Knowledgeable staff can provide additional examples of behaviors that might constitute hazing, examples of positive group-building activities and rites of passage for new members, assistance with organizing legitimate events to foster teamwork and cohesiveness, and other relevant information and support.

Taking Action

At East Porter County, where community members look out and care for one another, students and employees are expected to intervene personally or by calling his or her respective school if activities are encountered that put others in physical or psychological harm or discomfort. By stepping up and taking action, bystanders are frequently able to put an end to inappropriate behavior before a bonding activity escalates into a hazing activity. East Porter County students and employees should notify appropriate administrators, coaches, or other officials who have responsibility for student organizations of any perceived instance of hazing, so the activity can be stopped or the allegations can be investigated.

Criminal Gang Activity in Schools

Prohibited Conduct

The East Porter County School Corporation prohibits criminal gang activity and similar destructive or illegal group behavior on school property, or school buses, or at school-sponsored functions.

The East Porter County School Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about criminal gang activity and similar destructive or illegal group behavior.

Definitions

Per IC 35-45-9-1, "Criminal gang" means a group with at least three members that specifically either: promotes, sponsors, or assists in; or participates in; or requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

"Gang Activity" means knowing or intentional participation by a student in a criminal gang, or knowing or intentional solicitation, recruitment, enticement, or intimidation of another individual to join a criminal gang.

Procedures for Reporting and Investigating

A school employee is required by law to report any incidence of suspected criminal gang activity, including criminal gang intimidation or criminal gang recruitment, to the principal and school safety specialist.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and/or request the assistance of law enforcement to assist in the

investigation. The investigation shall be completed and the written findings documented and submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity. The principal shall submit the report to the superintendent of the school corporation within ten school days of the completion of the investigation.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the superintendent who shall submit a written report to the Indiana Department of Education by June 1 of each year, starting in 2017.

As appropriate, the principal shall provide the parents of the students involved in an investigation with information about the investigation, such as the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

Consequences

A confirmed incident of criminal gang activity is a violation of the school's code of conduct. The principal or the principal's designee shall respond to criminal gang activity, according to the parameters described in the school's code of conduct.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion and referral of the incident to law enforcement.

Support Services

The principal may provide intervention or relevant support services to a student involved in, or suspected of, being involved in criminal gang activity. The following types of services, including family support services, are available:

- a. Referral to outside counseling
- b. Enlist faith-based organizations, local child-serving agencies such as the YMCA, Boys and Girls Club, and/or Juvenile Justice.

Criminal Gang Prevention and Education

The school corporation shall establish an evidence-based educational criminal gang awareness program for students, school employees, and parents. In cooperation with local law enforcement agencies, the school corporation will use the Gang Resistance and Education Training (GREAT) program.

The school corporation shall implement school employee development program to provide training to school employees in the implementation of its criminal gang policy. The school corporation will make available a copy of this policy to each employee to inform the employee of the school corporations programs to deter gang activity.

The school corporation shall:

- Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
- Coordinate resources and funding opportunities to support gang prevention/intervention

- activities.
- Integrate School Resource Officer Programs when available.
- Consider utilizing the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

The superintendent shall ensure that notice of this policy appears in the student handbooks and on the school corporation's website.

Legal References:

IC § 20-19-3-12

IC § 20-26-18

IC § 20-33-9-10.5

IC § 35-45-9-1

Adopted: May 9, 2016

EXTRA-CURRICULAR ACTIVITIES PARTICIPANT AND STUDENT DRIVER DRUG TESTING

A Statement of Need and Purpose

A program of deterrence will be instituted as a proactive approach to drug free schools. Through driving or participation in extra-curricular activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is three fold: (1) to provide for the health and safety of students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. Students involved in extra-curricular activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in extra-curricular activities while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. The program is designed to create a safe, drug free environment for students and assist them in getting help when needed.

East Porter County Schools has a strong commitment to the health, safety, and welfare of its students and to maintaining the extra-curricular activities in East Porter County as a safe and secure educational environment.

Introduction

The effective date of this program is August 1, 2007. This program does not affect the current policies, practices, or rights of the East Porter County Schools with regards to drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. East Porter County Schools reserves the right to search any student who exhibits cause for reasonable suspicion of drug and/or alcohol usage. The search may also include the student's locker, belongings, and vehicle.

Scope

Participation in extra-curricular activities is a privilege. This policy applies to all East Porter County students in grades 7-12 who wish to participate in extra-curricular activities that are listed below:

- A. Athletics (participants include, but are not limited to, athletes, cheerleaders, managers, and other athletic student personnel)

- B. Music (participants include, but are not limited to, performing band members, performing choir members, and participants in small group ensembles)
- C. Academic Teams
- D. Drama
- E. Any club or school group which has a paid sponsor

This policy also applies to:

- A. Any student who wishes to drive to school, from school, or during school
- B. Any student who volunteers to be a part of the random drug testing pool

Consent Form

It is mandatory that each student in the above stated categories sign and return the consent form prior to participation in such activities. Failure to comply will result in nonparticipation and/or no issuance of a student driving permit.

Each student shall be provided with a consent form which shall be dated and signed by the student and by the parent/guardian. In so doing, the student agrees to participate in the random drug testing program at East Porter County and the student's parent/guardian consent to his or her child participating in the random drug testing program.

Non-Punitive Nature of Policy

No student will be penalized academically for testing positive for illegal drugs or banned substances as a result of being randomly tested. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Board will not solicit. This random drug testing policy does not negate the reasonable suspicion drug testing policy.

Banned Substances

For the purposes of this policy, the following substances or their metabolites that can be tested for are considered illicit or banned for extra-curricular participants and student drivers.

- A. Alcohol
- B. Barbiturates
- C. LSD
- D. Methaqualone
- E. Phencyclidine
- F. Amphetamines
- G. Benzodiazepines
- H. Marijuana metabolites
- I. Propoxyphene
- J. Anabolic Steroids
- K. Cocaine metabolites
- L. Methadone
- M. Opiates
- N. Other specified drugs

Testing Procedures

- A. At the beginning of each selection date, school year, or sports season, all students wishing to participate in extra-curricular activities may be subject to urine testing for illicit or banned substances. Up to ten percent (10%) of eligible students will be randomly tested up to a

- weekly basis anytime during the school year. Students who refuse to submit to urine drug testing will not be allowed to practice or participate in designated extra-curricular school activities or to drive until the following school year.
- B. Each student will be assigned a number that will be placed in the drawing by the principal/designee, and numbers will be drawn by the laboratory from a pool of those agreeing to be tested. Testing may occur on any day, Monday through Saturday, and selections will be made from time to time throughout the school year.
 - C. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
 - D. Upon being selected for a urinalysis test under this policy, either by random draw, request of parent/guardian, or a “follow-up” test, a student will be required to provide a sample of valid urine according to the proper protocol and policy of the laboratory conducting the urinalysis.
 - E. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to twelve (12) ounces of fluid. If still unable to produce a specimen within two (2) hours, the student will be taken to the principal’s office and told s/he is no longer eligible for any of the extra-curricular activities until the following school year. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that s/he may be tested at a later date to be reinstated for eligibility.
 - F. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol and “street drugs” (which may include all drugs listed as controlled substances under the laws of the State of Indiana). Also “performance enhancing” drugs such as steroids may be tested.
 - G. All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. There is heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, another specimen must be given by the student.
 - H. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the extra-curricular activities for the remainder of the school year. This will be reported to the parent/guardian.
 - I. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission on Accreditation of Healthcare Organizations (JCAHO).

Collection of specimens, chain of custody

The Superintendent will establish guidelines to set up the collection environment, guarantee the validity of specimens, and supervise the chain of custody.

Test Results

- A. This program seeks to provide needed help for the students who have a verified positive test. The student’s and other students’ health, welfare, and safety will be the reason for preventing students from participation in the extra-curricular activities and restrict him/her from driving to or from school.
- B. The principal/designee will be notified of a student testing positive (that is, if the test shows that drugs and/or their metabolites are in the student’s system after utilizing a screening method and confirmatory method). The principal/designee will notify the student and his/her parent/guardian following guidelines for notification established by the Superintendent. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a positive test has been satisfactorily explained.
- C. If the test is verified positive, the principal/designee will meet with the student and his/her parent/guardian at an East Porter County facility. The student and parent/guardian will be

given the names of counseling and assistance agencies that the family may want to contact for help.

A student involved in athletics who tests positive will be subject to the disciplinary consequences outline in the Athletic Handbook. A student involved in Class A extra-curricular activities will be subject to a thirty (30) calendar day suspension. A student involved in Class B extra-curricular activities will be subject to suspension from a percentage of the schedule events. Suspensions that are not completed in the current season/activity/school year will carry into the next season/activity/school year. (See extra-curricular classifications on page 50). A student driver who tests positive for banned substances or alcohol will have his/her driving privileges suspended sixty (60) school days. Suspensions of driving privileges may carry over to the following school year. A student driver suspended for banned substances or alcohol may have his/her suspension reduced to thirty (30) days if the student successfully completes a drug program at a licensed drug and/or alcohol rehabilitation center.

A follow-up test will be requested by the principal/designee following the suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body. If this follow-up test is negative, the student will be allowed to resume extra-curricular activities and/or driving. If a second positive result is obtained from the follow-up tests, or any later test of that participant, the same previous procedure shall be followed.

- D. Information on a verified positive test result will be shared on a need to know basis with the student's coach or sponsor. The results of negative tests will be kept confidential to protect the identity of all students being tested.
- E. Drug testing result sheets will be returned to the principal/designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the principal/designee has access.

Statistical reporting and confidentiality of drug test results

The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication, or media without expressed written consent of the Board. However, the lab will provide the superintendent and the building principal with a quarterly report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens upon request.

Under this drug testing program, any staff, coach, or sponsor of the School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore East Porter County's commitment to confidentiality with regards to the program.

Financial Responsibility

- A. Under this policy, participating students will be assessed a \$6.00 fee and the School Corporation will use this fee to pay for all initial random drug tests and all initial follow-up drug tests.
- B. A request on appeal for another test of a positive urine specimen is the financial responsibility of the student or his/her parent/guardian.
- C. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

Certifying Scientist Responsibility

The Certifying Scientist will review all results of urine drug testing. Any urine specimen testing positive for illicit or banned substances will be handled in the following manner:

- A. The Certifying Scientist determines if any discrepancies have occurred in the Chain of Custody.
- B. Depending on the substances found in the urine, if necessary the principal/designee will contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician.
- C. If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five (5) working days, to document the medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
- D. The Certifying Scientist will then determine if any of the prescribed medications resulted in the positive drug screen.
- E. The Certifying Scientist, based on the information given, will certify the drug test results as positive or negative and report this to the building principal, initially reporting positive results by phone.
 - 1. For example, a drug screen positive for codeine may be ruled negative by the Certifying Scientist when s/he receives a letter from the treating physician that the student has been prescribed Tylenol with codeine as a pain medication following tooth extraction.
 - 2. Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one (1) of their pills), this would like be ruled a positive drug test by the Certifying Scientist.
 - 3. Drug screens positive for illicit drugs (marijuana, heroin, cocaine, or alcohol, etc.) would automatically be considered positive by the Certifying Scientist.
- F. The Certifying Scientist may use quantitative results to determine if positive results on repeat tests indicated recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the Certifying Scientist feels the quantitative levels determined to be above the established cut-offs do not reflect current use but natural decay, then a negative result may be reported.
- G. The Certifying Scientist will complete the final review on the drug testing custody and control form and return the appropriate copy to the building principal in a confidential manner.

Other Rules

Apart from this drug testing program, East Porter County Middle/High School Departments and the coaching staff/sponsor of each sport/activity have their own rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

NON-ATHLETIC EXTRA-CURRICULAR ACTIVITY CLASSIFICATIONS

Class A – Positive test results for participants in these activities will result in a 30 calendar day suspension.

Student Council
Foreign Language Clubs
Culture Club
FCCLA
National Honor Society
Key Club
Art Club
Pep Club

Class B – Positive test results for participants in these activities will result in the following suspensions:

25% of the scheduled events/performances/competitions* if there are 4 or more

33% of the scheduled events/performances/competitions if there are 3

50% of the scheduled events/performances/competitions if there are 2

100% of the scheduled events/performances/competitions if there is 1

FFA

Musical Ensembles

Drama Club

Sensations

Academic Teams

Cheerleading (unless it is a part of the athletic program)

Pom Poms

Prom

*Students will be allowed to attend practices during the suspension period, but may not actively participate in practices until a negative drug test is provided.

SEXUAL HARASSMENT POLICY

I. General Policy

It is the policy of the East Porter County School Corporation School board to maintain a learning and working environment that is free from sexual harassment. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, as amended in 1991, and it is against the policies of the East Porter County School Board for any employee, male or female, to sexually harass another employee or student through conduct of communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined in Section II. The use of the term employee also includes non-employees and volunteers who work subject to the control of school authorities. The Equal Employment Opportunity Commission (EEOC) has issued regulations stating that sexual harassment is unlawful. Sexual harassment must not be tolerated in the workplace.

II. Definitions of Sexual Harassment

A. Types of Sexual Harassment

Sexual harassment shall be defined as a continuing pattern of unwelcome sexual advances, requests for sexual favors, physical contact of a sexual nature, and other inappropriate verbal or physical conduct of a sexual nature when made by an employee to a student, when made by an employee to another employee, or when made by any student to another student when:

1. Submissions to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering with any individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
4. Denial of an employment or education opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorable for that particular employee or student;
5. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.

B. Unwelcome Conduct of a Sexual Nature

1. Sexual harassment refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale, and that, therefore, interferes with employment and educational effectiveness.
2. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
3. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee has indicated, by his or her conduct or verbal objection, that it is unwelcome.
4. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

C. Examples of Sexual Harassment

One specific form of sexual harassment is the demand for sexual favors. Other examples of sexual harassment include but are not limited to the following:

1. Verbal-sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats, repeated remarks to a person with sexual or demeaning implications, pressure for sexual activity and suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.
2. Non-verbal – sexually suggested objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, or obscene gestures.
3. Physical – unwanted physical contact, including touching, pinching, brushing the body, sexual intercourse, and assault.

Sexual harassment may be overt or subtle. Some behavior which is appropriate in a social setting may not be appropriate in the school setting or the employment setting. Whatever form sexual harassment takes, whether verbal, non-verbal, or physical, it can be insulting and demeaning to the recipient and cannot be tolerated in an educational or employment environment. Sexual harassment by any employee, manager, supervisor, non-employee or student will not be tolerated. Everyone will be expected to comply with this policy and take appropriate measures to insure that such conduct does not occur.

D. Specific Prohibitions

1. Administrator and Supervisors
 - (a) It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
 - (b) Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other actions, as described below.
2. Non-administrative and Non-supervisory Employees
 - (a) It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to disciplinary actions as described below.

III. Complaint Procedures

- A. Any person who alleges sexual harassment by any employee or student in the school corporation may use the complaint procedure explained below in Section III.C. or may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designee of the school corporation. Good faith filing of the complaint or otherwise good faith reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
- B. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- C. Reporting Sexual Harassment

All reports of sexual harassment shall be handled in the following manner:

1. Reports must be in writing on forms supplied by the school (if a verbal complaint is made, the school official should file a written report);
2. Reports must name the person(s) charged with sexual harassment and state the facts;
3. Reports must be presented to the principal where the alleged conduct took place unless the principal is the party charged with sexual harassment and in such instance, the Superintendent of the East Porter County School Corporation should be contacted.
4. The building principal who receives a report shall thoroughly investigate the alleged sexual harassment;
5. The report and the results of the investigation will be presented to the Superintendent and then to the East Porter County School Corporation School Board in executive session; and
6. The East Porter County School Corporation School Board will take whatever action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

IV. Sanctions for Misconduct

- A. A substantiated charge against an employee in the school corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge.
- B. A substantiated charge against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Conduct Code.

V. False Reporting

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

VI. No Employee/Student Sexual Conduct

Investigations will be made without bias or premature judgment. Such an investigation shall include interviews with the complaining employee, subject of the complaint and co-workers and former employees who may have knowledge of the situation. The investigation shall also include a thorough review of files or other tangible evidence and shall be given all necessary access privileges for that purpose. The investigator shall make every reasonable attempt to rationally and objectively resolve any questions or credibility between the complainee and the accused. Any intentional sexual harassment is considered to be a major violation of policy and will be dealt with accordingly.

VII. Notification Of This Policy

Notice of the policy will be circulated to all schools and departments of the East Porter County School Corporation and in each employee and student handbook.

Search of Students

Students have the right to be safe and secure at school and to pursue their education in a safe and disciplined environment. Security of the school and the safety of students, staff and visitors is a district priority. Students and objects in the possession of students, such as a coat, jacket, purse, briefcase, backpack or gym bag, may be subject to searches when the principal or other member of the administrative staff has reasonable suspicion for a search of that student or the student's possessions.

Searches of the person of a student shall include:

- a) Searches of student clothing;
- b) Searches of any object in the student's possession or under the student's control;
- c) A "pat down" of the exterior of the student's clothing.

Confiscation of Knives or Weapons

The administrator in any school may confiscate any firearm, destructive device, knife, weapon, or look-alike weapon. Such items may be retained by the administrator until such time as any danger or interference has passed. The administrator may establish a procedure for such return through the parent, guardian, or police agency with appeals from the procedure to the Superintendent for final determination.

Driver's License Invalidation

Indiana Codes 9-24-2-1 and 9-24-2-4 prohibit the issuance of an operator's license, learner's permit, temporary motorcycle learner's permit, motorcycle operator's endorsement of license, and invalidation of a student's license or permit if the student (if less than 18 years of age) is under:

- at least a second suspension from school for the school year.
- an expulsion from school due to misconduct, or
- any student at least 13 years of age, but less than 15, who is a habitual truant will not be granted a driver's license until their 18th birthday, or
- has withdrawn from school will have their license invalidated until their 18th birthday.

The Bureau of Motor Vehicles shall invalidate the person's license or permit under the following guidelines:

- Second suspension from school – 120 days
- Expulsion from school – 180 days or the beginning of the semester in which the student is permitted to return to school.

Re-enrollment after Expulsion

If a student is sixteen years of age or older and wishes to re-enroll after expulsion, the principal may require the student to attend one or more of the following:

An alternative school or alternative educational program.

1. Evening classes.
2. Classes established for students who are at least sixteen years of age.

PROCEDURAL DUE PROCESS RIGHTS

Suspension Procedures

When a principal determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to the following:
 - a. A written or oral statement of the charges.
 - b. A summary of the evidence against the student will be presented if the student denies the charges.
 - c. An opportunity to explain his or her conduct.
2. The meeting precedes suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following suspension, the parents/guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, a description of the misconduct, and the action taken by the principal.
4. No more than 70% of the point value will be given for work, including tests, quizzes, projects, and all other assignments completed during absences due to an out-of-school suspension. For example, if an assignment is worth 40 points and the students earn all of the points, only 70% of the points, 28, will be credited to the student's grade. Full point value will be given for school work done during an in-school suspension.
5. Students in grades 6-12 are responsible for contacting and retrieving assignments from his/her teacher(s) and for scheduling make-up tests, quizzes, presentations, or other assessments that took place during the student's suspension. Parents of students in kindergarten through fifth grade assume the responsibility for contacting the teacher(s)

Expulsion Procedures

When a principal recommends to the superintendent that a student be expelled from school, the following procedures will be used.

1. The superintendent may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting:
 1. Legal counsel.
 2. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. The superintendent or the person designated by the superintendent under this subsection may continue the suspension of a student for more than the ten school day period of the principal's suspension and until the time of the expulsion decision under this section if the superintendent or the designated person determines that the student's continued suspension will prevent or substantially reduce the risk of:
 1. An interference with an education function or school purposes; or
 2. A physical injury to the student, other students, school employees, or visitors to the school.

However, a student may not be suspended from school pending a meeting on a student's proposed expulsion if the expulsion is ordered under the section permitting expulsion for violation of the legal settlement provision (IC 20-33-8-23).

3. An expulsion may take place only after the student's parents/guardians are given notice of the right to appear at an expulsion meeting with the superintendent or a person designated above. Failure of a student or a student's parents/guardians to request and to appear under this procedure will be deemed waiver of administrative rights to contest the expulsion or to appeal it to the Board of School Trustees.
4. The notice of right to request an expulsion meeting will be in writing, will be sent by certified mail or by personal delivery, and will contain the reasons for the expulsion and the date, time, place, and purpose of the meeting, advise the student and the student's parent or guardian that each has seven (7) calendar days to request an expulsion meeting with a waiver of administrative rights to contest the expulsion if either the meeting is not requested in writing within the seven (7) calendar days or that the student and parent/guardian fail to appear at a requested meeting.
5. At the expulsion meeting the principal or assistant principal will present evidence to support the charges against the student. The student or parents/guardians will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An expulsion meeting is not a court trial. Therefore, all attorneys, with the exception of a hearing officer, are prohibited from expulsion meetings.
6. If the expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents/guardians.
7. A student or a student's parents/guardians who fails to appear at an expulsion meeting after receipt of a notice of expulsion meeting forfeits all administrative rights to contest and appeal the expulsion. For purposes of this section, notice of right to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student or the student's parents/guardians. [IC 20-33-8-19(e)] Any rights granted to a student or a student's parents/guardians by this chapter may be waived only by a written instrument signed by both the student and the student's parents/guardians. The waiver is valid if made voluntarily and with the knowledge of the procedures available under IC 20.8.1-5.1 and of the consequences of the waiver. [IC 20-33-8-28]
8. Except in the case of possession of a weapon, a student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. Whenever a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in

effect for the first semester of the following school year, unless otherwise modified or terminated by order of the governing body. The appropriate authorities may require that a student who is at least sixteen (16) years of age and who wishes to re-enroll after an expulsion attend an alternative program, evening classes, or classes established for students who are at least sixteen years of age. [IC 20-33-8-20, 25]

9. An expulsion that takes effect more than three weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. The review shall be conducted by the superintendent or a person designated under section 19 (a) of IC 20-33-8 after notice of the review has been given to the student and the student's parents/guardians. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for a second semester. An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. The review shall be conducted by the superintendent or person designated under section 19 (a) of IC 20-33-8 after notice of the review has been given to the student and the student's parents/guardians. The review is limited to the newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for the upcoming school year. [IC 20-33-8-20 (c)3]

The student or parents/guardians has the right to appeal the decision of the person conducting the expulsion meeting to the Board of School Trustees within 10 days of the receipt of notice of the action taken. The student or parent appeal must follow the East Porter County School Corporation School Board Consideration of Student Due Process Appeals policy.

Judicial review of a governing body's action under IC 20-33-8 by the circuit or superior court of the county in which a student who is the subject of the governing body's action resides is limited to the issue of whether the governing body acted without following the procedure required under IC 20-33-8-21.

THREATS OF VIOLENCE

Level One: Minor Conflicts

Situation

- Immature, young, and/or emotionally upset student
- Teasing or reacting inappropriately to teasing
- Inappropriate joking
- Minor verbal confrontations
- High probability of resolving student behavior issue without administrative intervention

Level One: Action

1. Teacher or aide will investigate the reported actions.
2. Teacher or aide will discuss the incident with the child.
3. Consequences will range from reprimand to referral to principal.
4. Repeated conflicts may result in parent notification by the teacher or aide.

Level Two: Reactive Threat or Bullying

Situation

- Immature behavior

- Reacting to specific stress, harassment, or bullying
- Has no ability or means to carry out threat
- Bullying behaviors – Repeated teasing, belittling, and intimidation
- Bullying is defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

Level Two: Action

1. Principal will hold a conference with the student resulting in consequences ranging from detention to in-school suspension.
2. The student will be removed from the classroom during the investigation.
3. The principal will contact the parents (review incident and school procedures, set up cooperative supports and monitoring).
4. For more serious or repeated actions, the student will be referred to the home/school advisor. The parent of the targeted student will be notified for serious or repeated actions.
5. Repeated behaviors at this level will increase penalties with the given range.

Level Three: Talk or Writing about Violence

Situation

- Immature, status seeking student(s)
- Inappropriate threatening talk or writing about school and/or violence
- No plan, no conspiracy, no motivation, limited ability to carry through
- Negative to minimal history of aggressive or violent behavior

Level Three: Action

1. Principal will hold a conference with the student resulting in consequences ranging from detention to out-of-school suspension.
2. The student will be removed from the classroom during the investigation.
3. The principal will contact the parent (review incident and school procedures, set up cooperative supports and monitoring).
4. The student will be closely monitored for the rest of the school year by staff with a specific review date established.
5. The home/school advisor will establish a series of contacts with the student to help evaluate behavioral progress over time.
6. Repeated low level behaviors will increase penalties within the given range.

Level Four: Focused Threat(s)

Situation

- Distinct intolerance or hatred for an individual, a group of people, or school (including derogatory language)
- Harassment of individuals or groups
- Symbolic separation as a group
- Antisocial identifications
- Threats of aggression and or violence
- Preoccupation with violence
- Talk of violence
- Has the ability and intent to carry out threat
- Has a history of aggressive or violent behavior

Level Four: Action

1. The principal and staff shall immediately and thoroughly investigate the alleged threat.

2. Principal will hold a conference with the student resulting in consequences ranging from immediate suspension to expulsion.
3. The principal will continue to investigate the allegations to establish targeted individuals or groups, threatening activities, and potential plans.
4. The principal shall notify authorities (police, courts, etc.) if investigation warrants it.
5. The principal shall notify the parents of targeted students.
6. The principal shall contact the parent (review incident and school procedures, set up course of action).
7. The principal shall take steps to expel student if warranted by the investigation.
8. If student is allowed to return to school, the principal shall establish a close monitoring program with staff meetings at least weekly and parent contacts at least monthly for two months or longer as needed.
9. A long term counseling program shall be established using school personnel and/or other certified, professional personnel provided by the parent with progress reporting to be shared by school and parent. The school will not bear the cost of non-school services.

Level Five: Plan/Conspiracy

Situation

- Is, or has been, involved in a plan to seriously harm others and/or destroy school property
- Conspired to do so

Level Five: Action

1. The principal shall contact the law enforcement authorities to detain the student.
2. The principal and staff shall make sure there is no contact among conspirators.
3. The principal and staff shall immediately investigate.
4. If investigation warrants, the student shall be immediately suspended and/or arrested and moved for expulsion.
5. The school shall fully cooperate in court-directed counseling/restorative services.
6. The principal shall contact and notify the parents of the targeted students.
7. The school staff shall closely monitor for two years any conspirator who is allowed to return to school after treatment or punishment.
8. The principal or his/her designee will inform all parents through a written explanation of what has happened and the steps being taken by the school.

Level Six: Imminent Danger

Situation

- Information has been received that potential violence is imminent
- Plan or conspiracy is about to be executed

Level Six: Action

1. School staff shall immediately call 911.
2. The school emergency/crisis plan shall be invoked and the emergency action shall be enacted to insure student/faculty safety.
3. The superintendent shall be notified immediately following #1 & #2.
4. The student shall be arrested and expulsion moved.
5. The principal or his/her designee will inform all parents through a written explanation of what has happened and the steps being taken by the school.

ANTI-BULLYING POLICY

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, any computer network, or cellular telephone or other wireless or cellular communication device is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - has a substantially detrimental effect on the targeted student's physical or mental health;
 - has the effect of substantially interfering with the targeted student's academic performance; or
 - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the principal or assistant principal who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the principal or assistant principal. This report may be made anonymously.
5. The school administration shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The school administration will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

LEGAL REFERENCE: I.C. 20-33-8-0.2
I.C. 20-33-8-13.5

HONOR CODE/CHEATING POLICY

Learning does not truly occur unless the process students use to complete their work is honest. Copying or plagiarizing someone else's work does not reflect honesty, integrity or success.

Honor violations include plagiarism, copying, cheating, misrepresentation of work, allowing others to copy one's own work, and failure to follow test procedures or instructions (talking, turning in seat, etc.).

Definition of plagiarism: 1) to steal and pass off the ideas or words of another as one's own; 2) use of a created production without crediting the source; 3) to present as new and original an idea or product derived from an existing source.

Consequences regarding a violation of the Honor Code are subject to referral to the administration. Consequences are cumulative and progressive for each school year. The following serve as guidelines which all East Porter County teachers/administrators shall incorporate:

Elementary & Middle School Student	
1 st offense	Zero/F on the work
2 nd offense	Zero/F on the work and one detention
3 rd offense	Zero/F on the work and one day of in-school suspension
4 th offense	Zero/F on the work

High School Student	
1 st offense	Zero/F on the work
2 nd offense	Zero/F on the work and one day of in-school suspension
3 rd offense	Zero/F on the work and loss of credit for the semester

	and one day of out-of-school suspension
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Plagiarism and Deception in Writing Papers

I. Definition

A. PLAGIARISM

Plagiarism may be defined as the deceptive presentation of written material or information as one's own when in reality some or all of the ideas, material or information was derived from some other source or sources. Specific types of plagiarism which may be encountered in written assignments include the following:

1. An entire paper obtained from some other source handed in as the student's.
2. The entire content of a paper lifted from some published work composition.
3. The paper may be a mosaic of excerpts from several sources presented as the student's own composition.
4. Unidentified excerpts from other sources woven into the student's own composition.
5. Key ideas or items of information derived from specific sources and not common knowledge presented without proper identification of the source or sources.
6. Even though sources may be properly identified, excerpts may be quoted without the proper use of quotation marks, or else slightly modified or rephrased rather than restated in the student's own words.

B. MULTIPLE USE OF THE SAME PAPER

It is not ethical for a student to prepare a paper for one course and submit it in a second course without first obtaining the permission of both teachers, if both courses are taken in the same semester, or without the permission of the second teacher if the courses are taken during different semesters. This holds true even if the courses are not both taken at same school building.

II. Penalties

Since there are various degrees of plagiarism and of intent to deceive, penalties vary in severity.

- A. In cases where the plagiarism is relatively minor or where it may have resulted primarily from ignorance concerning the proper use of sources, the student will be required to revise the paper. In this situation the matter would normally be handled between the teacher and the student.
- B. In cases where intent to deceive seems more deliberate, or in cases where a student hands in a paper obtained from some other source, the paper will be given a failing grade. If the paper in question involved a major part of the course evaluation, this may result in a failure for the entire course. In these situations the instructor should take the responsibility for the decision. The student should have the right to appeal the accusation of plagiarism or deception in writing papers to the administrator responsible for discipline who may refer the case to the principal.

(Note: Use of this material authorized by Spartan Cue).

WORK PERMITS

Work Permits can be secured in the office of each high school and at the central administrative center. Students under 18 must have a work permit for most jobs. To obtain the permit, students must furnish a birth certificate and intent to employ card. The latter can be obtained from the employer or from the high school office.

A student's employment certificate may be revoked by the issuing officer if there has been a significant decrease in the student's attendance or grade-point average and may be reissued if there has been a significant improvement in the student's attendance or grade-point average.

LOCKER POLICY

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, and other areas of the school building and grounds, 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, but the 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. A student may not expect to have privacy in a school owned locker or its contents.

The student's use of locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, paraphernalia, or alcohol.

Locks

The school corporation shall retain access to student lockers by keeping a master list of combinations and a master key. Students shall not use their own locks to prevent access to lockers by school officials. Any unauthorized locks may be removed without notice and destroyed.

Use of Lockers

The school makes an effort to maintain lockers; however, students use lockers at their own risk and the school is not responsible for any property lost or stolen from a locker. Students who have lockers needing repair must immediately report the problem to the principal or his or her designee. Lockers shall not be used to store drug paraphernalia, beverages containing alcohol, weapons, any flammable substance, destructive or explosive devices, any pungent acid or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any stolen items, any obscene material, cigarettes, snuff, or tobacco products. Students will be expected to keep their lockers in a clean and orderly manner. Students are to use only their assigned lockers. Student using unassigned lockers will be disciplined.

Authority to Inspect

School lockers are the property of the school corporation and the corporation retains the right to inspect lockers and their contents to ensure that they are being maintained properly. All inspections of student lockers shall be conducted under the direction of the principal or designee. Canine units may also be used to assist administrators. Individual lockers inspected under the grounds of reasonable suspicion will be conducted with at least two (2) East Porter County School Corporation employees present. The student's presence is not required to search a locker. Groups of lockers may be periodically and routinely inspected.

Inspection of Individual Student Lockers

The inspection of a particular student's locker will not be conducted unless the principal has a reasonable suspicion that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference of an educational function or school purpose, or which are forbidden by state law or school rules. "Reasonable Suspicion," as used in these rules may be based on a number of factors including, but not limited to the following:

1. Information received by the principal from a teacher or a student, law enforcement officer, or detection devices, including trained dogs.
2. Past records of the student whose locker is to be inspected.
3. The seriousness of the problem to which the search is directed, such as violence or drug use in the school.
4. Behavior of the student, such as an indication that the student is intoxicated.
5. Information that stolen property or contraband may be in the locker.

Inspection of all Lockers

An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the superintendent, principal, assistant principal, or athletic director reasonably believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of any of the following:

1. An interference with an educational function or school purpose.
2. A physical injury or illness to any person.
3. Damage to personal or school property.
4. A violation of state law or school rules.
5. The school corporation receives a bomb threat.
6. Evidence of student drug or alcohol use.
7. Missing books or lab chemicals or school equipment.
8. Student violence or threats of violence.

Student Material

When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself contraband or being used to conceal contraband.

Involvement of Law Enforcement Officials

If the superintendent, principal, assistant principal, or athletic director has a reasonable suspicion that a locker or lockers contain illegal drugs, illegal drug paraphernalia, weapons, a destructive device, explosive chemicals or stolen property, he/she may request law enforcement assistance in making an inspection of a locker or lockers.

1. If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing such an official to inspect.
2. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf of or in the place of such official, the request shall be denied.
3. The principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contain contraband.

Locker Cleaning

Nothing in these rules shall affect members of the custodial staff who, at the direction of the principal, clean out lockers in accordance with a general housekeeping schedule and clean out the locker of a student no longer enrolled in school. The custodial staff may open a student's locker during any vacation period if they have reason to believe such locker contains rotting, spoiling, mildewing items such as food, wet clothes, etc., or for the purpose of disinfecting the locker.

Locker Repair

Nothing in these rules shall affect members of the maintenance staff who repair lockers at the request of the principal or student, or as a part of the regular locker maintenance schedule.

Disposal of Confiscated Contraband

All contraband confiscated from lockers may be disposed of by the principal as he/she deems appropriate, including, but not limited to the following:

1. Returning to the proper owner or place.
2. Using as evidence in a student discipline proceeding, if possession of the contraband constitutes a ground for suspension or expulsion under IC 20-33-8 as amended from time to time.
3. Destruction.
4. Turning contraband over to the appropriate law enforcement officials.

TRANSPORTATION

Parents/Guardians have the responsibility of supervision of their child until the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Parents/Guardians must understand students are under the jurisdiction of the school while going to and from school.

In view of the fact that a bus is an extension of the classroom, the East Porter County School Corporation shall require children to conduct themselves on the bus and at the bus stop in a manner consistent with the established standards for classroom behavior. In cases where children do not conduct themselves properly on the bus, such instances are to be brought to the attention of the building principal by the bus driver. Children who become a serious discipline problem on the school bus may have riding privileges suspended by the driver or principal. In such cases, the parents/guardians of the child involved become responsible for the safe transportation of the child to and from school.

If, in an emergency, a student is to ride a different bus or walk to a destination after school, a note is required from the parent to the principal explaining the emergency in advance. If permission is granted, the principal will issue a temporary student bus pass which must be presented to the bus driver upon entering the bus. The principal has final authority to decide whether or not circumstances are of an emergency nature.

Bus Rules

School bus drivers are to have control of all school children conveyed by bus. The drivers shall: keep order, maintain discipline among the children on the bus, treat all children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and use every care for safety of the children under their charge. School bus drivers shall assure that the following regulations are observed by all passengers.

1. Each student shall be seated immediately upon entering the bus, and in some cases, in a seat assigned by the driver.
2. No student shall stand or move from place to place during the trip.
3. Loud or profane language or indecent conduct shall not be tolerated.
4. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner.
5. No students shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
6. All students are required to wait 20-30 feet from the edge of the road until the bus comes to a complete stop. Students who must cross a road to board the bus must:
 - A. wait until the bus has come to a complete stop;
 - B. wait for the driver to signal to cross the road;
 - C. walk at least 10 feet in front of the bus while crossing the road.
7. Students should be waiting at their designated boarding stations when the school bus arrives. Generally, buses will run very close to the same time each day. Bus drivers need to be reasonable about waiting at a bus stop but need not wait an extended length of time.
8. Students are required to ride the bus to which they are assigned. Space permitting, a change of buses in an emergency will be allowed only by a temporary student bus pass issued from the principal.
9. Students causing discipline problems may face suspension from the bus and/or school.
10. No eating or drinking will be allowed on the bus, except during extra-curricular trips.
11. No medication, except authorized inhalers and Epi-pens, will be allowed to be transported to or from school by students riding on East Porter County buses. Parents are responsible for transporting medication to and from school.
12. No animals may be transported to or from school by bus.
13. Large items, projects, dangling key chains or items that could be harmful to others or damage property, are not allowed on the bus. Band instruments may only be transported on the school bus if there is sufficient room. **The aisle must be kept clear at all times.**

14. Water balloons, eggs, shaving cream, laser pointers, squirt guns, sleds, skates, skateboards, roller blades will not be allowed on school property. Any such item brought to school or taken on the bus will be confiscated and turned into the school office.

Early and Late Bus Rules

The term early and late bus refers to those buses which make a second route before or after school. Students riding these buses are to meet in the cafeteria, gymnasium, or hall where supervision will be provided. This time is an extension of the school day, and therefore, school rules and policies apply. The following guidelines will also be observed.

1. Students are to be in the designated area immediately after exiting the bus in the morning and at the end of the day.
2. Students should bring all necessary articles, such as books, coats, etc.
3. The late bus supervisor will dismiss students.

STUDENT AUTOMOBILE REGULATIONS

The following rules apply to students driving to school:

1. Students agree by his/her signature on the parking permit contract to abide by the rules stated herein, and agree that any violation of these regulations will result in losing the privileges to drive and park on school property.
2. Students must present a valid driver's license in order to purchase a parking permit.
3. Students must maintain a 2.0 grade point average (GPA). The quarterly GPA printed on the report card will be reviewed to determine driving eligibility.
4. Vehicles that are not properly registered and do not display a current parking tag are subject to being towed at the owner's expense.
5. Students must park in STUDENT PARKING areas only and display their driving permit properly and obey all posted signs. Students parking in faculty, visitors, handicapped, or bus lanes or driving inappropriately, recklessly, or in an unsafe manner will be ticketed, have their parking permits revoked for the remainder of the school year, and may be suspended and/or expelled.
6. Accumulating five tardies will result in loss of driving privileges.
7. Students who are truant may also lose the privilege to drive to school.
8. Students agree that the School Corporation or School is not liable for theft of the vehicle, theft of its contents, or damage to the vehicle. Losses should be reported to the company that insures the vehicle.
9. Students agree to unlock and permit the search of the registered vehicle and any container in the vehicle when requested by a school administrator.
10. If a student is cited for driving recklessly, as defined by a teacher, administrator, or law enforcement official, on school property, receives a ticket for improper parking or for not displaying a student driver permit, he or she may lose the privilege to drive on school property.

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education record within 45 days of the day the School Corporation receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the East Porter County School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except of the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist) or a school function (such as a technology firm or a storage company); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School Corporation discloses educational records without consent to officials of another school corporation in which a student seeks or intends to enroll.
4. The East Porter County School Corporation designates the following items as Directory Information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, student work displayed at the discretion of the teachers with no grade displayed. **The corporation may disclose any of those items without prior written consent, unless notified in writing from the student's parent or the student if he or she is at least 18 years old to the contrary within fourteen (14) calendar days from the first day of attendance each year.**
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

EAST PORTER COUNTY SCHOOL CORPORATION RESPONSIBLE USE OF TECHNOLOGY POLICY

The mission of the 1:1 program at East Porter County School Corporation is to engage, enlighten, and empower our students for success in school and life. Creating a technology rich environment will enable students and teachers to enhance student learning and engagement while also promoting the development of lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge.

East Porter County School Corporation understands the need to prepare our students for an ever-changing world that sees technological advancements happening at a rapid rate. We are committed to providing our students with the skills they need for success after leaving our campuses.

Please read the following policy carefully. It has been developed so that end users, including employees, are aware of the responsibilities that they acquire through use of East Porter County School Corporation technology. In general, these responsibilities require efficient, ethical, and legal utilization of district resources.

1.0 Responsibilities

East Porter County School Corporation School Board:

- 1.1) Provides technology access to individual schools and its administrative offices.
- 1.2) Provides and updates policies to maintain appropriate use of technology for East Porter County School Corporation students and employees.

Individual School Principals and Administrators:

- 1.3) Ensure that all students and employees are aware of the rights and responsibilities associated with the use of East Porter County School Corporation technology through the dissemination of employee and student handbooks, which include this Responsible Use Policy.
- 1.4) Ensure that any attempt to harm, modify, destroy or otherwise change East Porter County School Corporation data and technology is reported in writing to the district technology director.
- 1.5) Address the abuse of East Porter County School Corporation technology privileges in a manner that is consistent with East Porter County School Corporation policies including, but not limited to, the East Porter County School Corporation Technology Responsible Use Policy.

Employees and Students

- 1.6) Adhere to and support all policies in implementing regulations issued by the East Porter County School Corporation's school board, including this Responsible Use Policy.
- 1.7) Notify appropriate personnel if a potential problem exists.

2.0 CIPA

Pursuant to the Children's Internet Protection Act (CIPA), East Porter County School Corporation uses filtering technology to address student privacy and safety through the following methods:

- 2.1) Filter the Internet for content deemed offensive or harmful.
- 2.2) Provide for the safety and security of students when using electronic mail or other forms of direct electronic communication.
- 2.3) Prevent unauthorized access including 'hacking' and other unlawful activities online.
- 2.4) Prevent unauthorized disclosure, use, and dissemination of personal information regarding students.

3.0 Protecting Children in the 21st Century Act

Pursuant to the Protecting Children in the 21st Act, East Porter County School Corporation educates students about appropriate online behavior, including interacting with other individuals on social networking websites and cyberbullying awareness and response.

4.0 Terms and Conditions

East Porter County School Corporation is responsible for maintaining security on all technology. By using East Porter County School Corporation technology, the user consents to routine monitoring in the ordinary course of business to maintain system security and integrity. Monitoring

includes, but is not limited to, reading, listening to, or viewing both electronic and oral communications, including screening e-mail and tracking the user's online Internet activity or other computer use. The user understands and agrees that he/she shall not have an expectation of privacy in the use of and storage on East Porter County School Corporation technology.

5.0 Acceptable Use

The use of district provided technology must be in support of the educational objectives of East Porter County School Corporation. Transmission of any material in violation of any federal or state regulation is prohibited at all times. Additionally, students and staff are prohibited from transmitting material that is copyrighted, or of a threatening, obscene, or vulgar nature.

5.1) Users will take all reasonable precautions to prevent other users from gaining access to and using their account username and password. Users will not share any account name, password, or leave computers open or unattended.

5.2) Use of East Porter County School Corporation technology for commercial activity, product advertisement, or political lobbying is strictly prohibited.

5.3) Students may not subscribe to or provide information to websites, forums, blogs, or chat rooms unless that usage has been approved by the staff and/or administration of East Porter County School Corporation.

6.0 Privileges

The use of the East Porter School Corporation technology is a privilege, not a right. The individual user accepts the responsibility for the consequences as a result of inappropriate use, including termination or suspension of accounts.

7.0 Software/Applications

Software installation is the loading of a computer program or applications on workstations, Chromebooks, or network servers.

7.1) The East Porter County School Corporation technology department is responsible for all software installation on network workstations and servers.

7.2) Students may install applications (apps) that have been pre-approved to district-issued Chromebooks.

7.3) Staff may install applications (apps) that are educationally focused to district-issued Chromebooks.

7.4) The East Porter County School Corporation technology department must be notified of and approve all potential software/application purchases intended for any district-owned device.

8.0 Technology Etiquette

The user is expected to abide by the generally accepted rules of technology etiquette. These include, but are not limited to the following:

8.1) Students should not reveal personal information about themselves including name, address, telephone number, etc.

8.2) Use district-issued technology in such a way that would not disrupt the use of others.

8.3) Use appropriate language.

8.4) Speech transmitted on school computers does not constitute speech in a "Public Forum" and is subject to regulation.

8.5) Students are to report any instances of cyberbullying, on or outside of East Porter County issued devices.

9.0 Security

Security on any computer system is a high priority, especially when the system involves many users. If the user feels he or she can identify a security concern while using East Porter County School Corporation technology, he/she must notify the appropriate building personnel and the district technology director. Users must maintain a secure system by following these guidelines:

9.1) Impermissible Activities

The user will not:

- a. Attempt to gain unauthorized access to East Porter technology.
- b. Use district technology to gain unauthorized access to another computer system.
- c. Go beyond the limits of authorized use.
- d. Violate any local, state or federal statutes in regards to the Internet.

9.2) Unauthorized Access includes, but is not limited to:

- a. Hacking.
- b. Attempting to or gaining access to district technology through another user's account.
- c. Attempting to or gaining access to another user's e-mail, work folders, files, passwords, or data without prior permission.
- d. Vandalizing, damaging or disabling the property of another person or organization. In the event of unauthorized access, the user engaged in that activity shall be required to pay all costs incurred by East Porter School Corporation as a result of that activity.

10.0 Supervision

Students will not be allowed unsupervised access to East Porter County School Corporation technology. They will be supervised by the classroom teacher or other school employee at all times while at school.

11.0 Additional Guidelines for Employees

Employees will use East Porter County School Corporation technology for educational and incidental personal purposes only. An employee may make incidental personal use of East Porter County School Corporation technology if such use:

- a. Does not consume more than a trivial amount of technology resources that could otherwise be used for business purposes.
- b. Does not interfere with employee productivity.
- c. Does not preempt any legitimate activity of East Porter County School Corporation.
- d. Does not violate any other portion of the responsible use policy, or any other policy, directive, or regulation.

12.0 Warranties

East Porter County School Corporation makes no warranties of any kind, whether express or implied, for the service it is providing. East Porter County School Corporation will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or the user's errors or omissions. Use of East Porter County School Corporation technology is at the risk of the user.

13.0 Consequences

Violation of this policy may result in disciplinary action against the user. Students are subject to disciplinary action as specified in the student handbook, including suspension and expulsion. East Porter County staff members who do not follow the above provisions shall be subject to disciplinary action, including termination of employment.

14.0 Availability

This agreement is available for public inspection at the Corporation office at 502 E. College Ave, Kouts, IN, or at each school office. Signed Responsible Use Agreements will be kept on file.

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EMERGENCY CLOSING INFORMATION

**If there is a possibility of not having school due to weather
Conditions, please listen to the following radio stations:**

RADIO ONE 105.5 FM

Or visit our website:

www.eastporter.k12.in.us
(click on the school closure info link)

**Please do not call the schools or
the school corporation office.**

Phone lines must be kept open for emergency,
maintenance, bus driver, and police calls.