

# PORTER TOWNSHIP SCHOOL CORPORATION

## DISTRICT STUDENT HANDBOOK 2017-2018 SCHOOL YEAR

### PORTER LAKES ELEMENTARY SCHOOL

(Grades K – 3)  
208 South 725 West  
Hebron, IN 46341  
Kevin Donnell, Principal  
Tel: 219-306-8076 Ext. 5000  
Tel: 219-507-0509 Ext. 5000  
Tel: 219-476-3455 Ext. 5000

### BOONE GROVE ELEMENTARY SCHOOL

(Grades 4 – 5)  
325 West 550 South  
Boone Grove, IN 46302  
Edward Ivanyo, Principal  
Tel: 219-306-8663 Ext. 4000  
Tel: 219-507-0507 Ext. 4000  
Tel: 219-462-1032 Ext. 4000

### BOONE GROVE MIDDLE SCHOOL

(Grades 6 – 8)  
325 West 550 South  
Boone Grove, IN 46302  
Robert Lichtenberger, Principal  
Tel: 219-306-8664 Ext. 3003  
Tel: 219-507-0508 Ext. 3003  
Tel: 219-464-4828 Ext. 3003

### BOONE GROVE HIGH SCHOOL

(Grades 9 – 12)  
260 South 500 West  
Valparaiso, IN 46385  
Clay Corman, Principal  
James Rosinia, Asst. Principal  
Tel: 219-306-8600 Ext. 2000  
Tel: 219-507-0510 Ext. 2000  
Tel: 219- 476-3455 Ext. 2000

**"EVERY STUDENT, EVERY DAY, TO THEIR FULLEST POTENTIAL"**



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**PORTER TOWNSHIP SCHOOL CORPORATION**  
**COMBINED STUDENT HANDBOOK**

**ENROLLMENT POLICY**

At the time of enrollment, parents must provide the following:

1. A certified copy of the student's birth certificate or other reliable proof of the student's date of birth.
2. Immunization Record - Under state statute, a parent must provide a written statement of the child's immunization accompanied by a physician certificate or other documentation no later than the first day of school, unless such a written statement is already on file. The child may not be permitted to attend school beyond the first day of school without furnishing this written statement unless the school gives the parents of the child a waiver or a local health department or a physician determines that the child's immunization schedule has been delayed due to extreme circumstances. The waiver cannot be granted for a period that exceeds twenty (20) days. I.C. 20-34-4.
3. The name and address of the school the student last attended, if any.
4. Proof of Residence

If the information is not provided to the school within 20 days of the student's enrollment or if the information appears to be inaccurate or fraudulent, the school must notify the Indiana Clearinghouse for Information on Missing Children and determine if the child has been reported missing. The school also is required, within 14 days of enrollment, to request the student's records from the last school the student attended, if any.

It is recommended that each child have a physical examination before being enrolled in any school in the system for the first time. A record of the physical examination may be kept on file in the school where the child is enrolled. All religious exemptions must be submitted in writing to the school. Children must be six years old on or before July 1 to enroll in grade one.

**Legal Residence:**

Pupils must show proof of legal settlement in Porter Township School Corporation boundaries before being enrolled in Boone Grove Elementary School, Porter Lakes Elementary School, Boone Grove Middle School or Boone Grove High School. A student may be denied attendance privileges or be expelled if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

**Compulsory Education Law:**

In accordance with I.C. 20-33-2-6, parents of children who will be seven (7) years old during the school year must enroll their child in the fall term of that school year. Parents who want to enroll their child in a non-public, non-accredited school or who intend to educate their child equivalent to public school (home school) must certify their intent to the local superintendent.

**Kindergarten Entrance Requirements:**

Children shall be eligible for kindergarten provided they have attained the age of five (5) on or before August 1st. This requirement may also apply to children who transfer into the school district and who may have attended private or public kindergarten in another locality.

**Records:**

The Family Educational Rights & Privacy Act protects a student's records. Those who have legitimate educational reason to inspect records may have access and in other circumstances where statutory requirements are met, access will be allowed. Parents and students (who have reached the age of 18) may inspect individual school cumulative records. The school must allow a custodial parent and a non-custodial parent of a child the same access to their child's educational records. The school may not allow a non-custodial parent access to the child's records if: 1) a court has issued an order that limits the non-custodial parent's access to the child's education records and 2) the school has received a copy of the court order or has actual knowledge of the court order. I.C. 20-33-7 Parents wishing to see the student's records may request a copy. The school may charge a fee for the copies.

**Parental Concern Procedure:**

The Porter Township School Corporation realizes that in the daily operation of a school program differences and misunderstandings may occur that could result in parental concerns. In order to resolve these issues in the fairest and most expedient manner, the following standard practice outlines steps to be followed in the event of a parental concern:

**STEP ONE:** The parents having a concern involving their child and a teacher will make arrangements to have a conference with that teacher for the purpose of resolving the problem.

**STEP TWO:** The parents who feel that they have not received satisfaction in a conference with the teacher, as outlined in Step One, will arrange a conference with the Principal in hopes of resolving the problem.

**STEP THREE:** The parents who feel they have not received satisfaction in a conference with the Principal, as outlined in Step Two, will arrange a conference with the Superintendent in hopes of resolving the problem. All pertinent information and documented material regarding the problem will be taken into consideration at this conference.

**STEP FOUR:** The parents who feel they have not received satisfaction in a conference with the Superintendent, as outlined in Step Three, may request a meeting with the School Board in Executive Session. The decision of the School Board on this matter will be final.

## **COMPULSORY ATTENDANCE POLICY**

### **Absences:**

Attendance in school is compulsory as provided by I.C. 20-33-2-6. An absence due to suspension, expulsion, exclusion, illness, or lawful removal of the student from school by the parent or guardian is not truancy. We understand that family emergencies, injuries, illness or deaths in the immediate family may occur; however, when a student is not in attendance at school, he or she will be marked absent.

Whenever it seems necessary that a pupil be absent from school for any reason, the parent must call the office.

### **Truancy:**

A student is considered truant when he/she is not in his/her scheduled class at any time during the school day beyond five (5) minutes late to class, miss's classes, or leaves class without permission. Truancies accumulate for the school year. Anyone who assists in helping someone become a Truant will receive the same consequence as the truant student.

### **Habitually Truant:**

Students will be reported to Juvenile Justice if the student is determined to be habitually truant. A student is defined habitually truant by Indiana Code *as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.* Failure of children to report to school even one day without parental notification to the office is considered truancy.

### **Vacation:**

Absences due to family vacations are counted as absences on student records, according to the Indiana State Board of Education. Porter Township School Corporation recognizes that a student's presence and participation in class are necessary for the achievement of his or her academic potential. We feel that every day is an important day in our schools.

In recognition of the importance placed on attendance by the State and the School Corporation, to improve student attendance and meet our goals of PL221, (state mandated school improvement plans), please be advised of the following procedures:

- If it is necessary for your family to take your vacation during the school year, please notify the principal, in writing, at least five (5) school days in advance of your vacation. This needs to include the student's name, the dates, and the number of days to be missed.
- Teachers are not required to give students assignments prior to vacation.
- If arrangements are made prior to the absence to receive classroom assignments and/or homework, the assignments will be due upon the student's return.
- If homework assignments are not received prior to the absence, students will be provided any classroom assignments and/or homework missed upon their return. The students will be allowed the same number of days of the absence to complete and return their missed assignments. Upon completion, the work will be counted as a credit or a grade.
- Also upon return, students will be allowed to make-up any missed test (preferably another version of the same test). The amount of time within which a student will have to make-up a missed test, shall be at the discretion of the teacher or the principal, as appropriate. Make-up test shall be scored and applied to the final grade.
- Illnesses lasting more than 3 days & communicable diseases require a physician note to return to school, preferably one with the diagnosis listed.

Absences from school of ten or more days, for any reason, during any one nine (9) week period may result in withholding of the grades until make-up work is completed by the pupil.

Excessive absences can be a contributing factor in causing a child to repeat a grade level.

### **Good Attendance:**

Good attendance is defined as one or no absences during each grading period, which adds up to four (4) or fewer absences in a school year. Our schools recognize and celebrate students who have good attendance.

## **HEALTH INFORMATION**

It is necessary that a Health Survey for each student be completed and on file in the school clinic annually. A physical form is required for students entering 6<sup>th</sup> grade, 9<sup>th</sup> grade & students new to the corporation. A sports physical on file for student athletes meets this requirement.

Parents are requested to immediately notify the school office in writing of a change of address, phone number, or place of employment, new health diagnosis & medication changes.

Health Services: Students who become ill during the school day are to report their condition to a teacher and obtain a pass to the clinic. If the school nurse, principal, or principal's designee determines that there are sufficient indications of illness to warrant release from school, the parent or guardian will be notified and plans made for transportation home. Under no circumstances is the student sent home unless the parent/guardian or designated emergency contact person is notified.

It is the practice of Porter Township Schools to exclude from school any child who, among other things, has:

1. A temperature of 100 degrees or over. (Child may return to school when fever free without anti-fever medication for 24 hours)
2. Any undiagnosed inflammatory eye condition.
3. Any cough associated with fever or continuous unrelieved coughing.
4. Coryza (cold) if associated with other signs of disease.
5. Discharge from ears.
6. Pediculosis (head lice). Exclude until they are free of live lice. Students are to be checked by nurse upon return to school before classroom admission.
7. Undiagnosed skin diseases and rashes. Exclude until diagnosed by physician as non-contagious. Exclude until properly treated as prescribed by a physician. Exclude if discomfort is great. (Example: Poison Ivy).
8. A communicable disease.

### **Chronic Illnesses:**

Parents, and students, are encouraged to let the school know about such circumstances so that all concerned can work together to assist the family and student. A parent conference, which may include the administration, guidance, school nurse, and teachers, is recommended. At the conference, documentation of the situation and a completed Certificate of Incapacity (as suggested by the Indiana Department of Education, Attendance Office) will be provided by the family. The purpose of the conference would be to determine any general education interventions needed and establish an on-going means of communication between school and family.

### **Immunizations:**

In accordance with state law, children entering school must comply with the Indiana State Department of Health's immunization requirements. These include vaccination against diphtheria, whooping cough, tetanus, polio, mumps, measles, rubella, Hepatitis B Vaccine (HBV) and Varicella (Chicken Pox). Including Meningococcal conjugate vaccine (MCV4) for grades 6th - 12th. Number of vaccinations will be dependent on the child's age and grade level as determined by the Indiana State Department of Health. All vaccination records will be entered into the state registry for long term storage. If you'd prefer to opt out of the registry or a portion of the registry, please submit an annual objection in writing to the school nurse within the first 20 days of school.

Two Doses of Varicella (chickenpox) vaccine, or evidence of immunity, will be required for all students K-12. Two doses of Hepatitis A vaccine (HepA) are recommended for students entering kindergarten. One dose meningococcal conjugate vaccine (MCV4) is required & one booster dose of MCV4 is recommended for all students grades 11& 12.

Parents who object to immunization for religious or health reasons must complete an immunization waiver (available in the Health Clinic). A doctor's signature is required for any health reasons. Waivers must be verified annually.

### **Medications Given in School:**

Except as specified in "Self-Administered Medications" section,

1. All medication must be brought to the school office where it will be kept in locked storage in the clinic. Dispensing of medications will only be done by the school nurse or trained designee of the school.
2. All prescription medication must be sent in the labeled, pharmacy container.
3. Over-the-counter medication must be sent in the original container.

4. All medication administered at school must be accompanied by the school medication form stating the following:
 

Student's Name	Time of Administration
Name of Medication	Reason for Administration
Dosage to be Administered	Legal Guardian's Signature
Physician's Signature (for prescribed meds)	
  5. For students in Grade K-8: medication may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.
  6. Medication may be sent home with students in Grade 9-12, if the student's parent provides written permission for the student to receive the medication. Some medications are not suitable for sending home with children. In some cases, the nurse will contact parents to pick up excess at the end of the school year.
- For any over-the-counter medication required on a routine basis for more than 10 days and any medication regimen that differs from the package instructions, a doctor's note for administration is required.

It is the responsibility of the student to come to the office for his/her medication.

No medication can be administered to students unless it has been provided by the student's parent/guardian. The clinics do not have stock medications.

**Self-Administered Medication:**

A student with a chronic disease or medical condition may possess and self-administer medication for such conditions on school grounds, during school or school activities, or while traveling to or from school activities. The student is permitted to do so only if the student's parent/guardian has filed an authorization with the principal on an annual basis. This authorization must include a written statement from the student's physician that:

1. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
2. The student has been instructed how to self-administer the medication.
3. The nature of the disease or medical condition requires administration of the medication, (i.e. inhalers, epi-pens, glucagon.)

It is suggested that, at the elementary level, student's medication be kept in the clinic.

**Discarding Medications:**

The parent/guardian is responsible at the end of the treatment regimen for removing from the school any unused medication that was prescribed for his/her child. If the parent does not pick up the medication by the end of the school year, the school nurse will dispose of and document that the medication was discarded. Destruction of the medication will be done in a manner that ensures that no other person can obtain possession of it.

**Communicable Illnesses:**

Every effort will be made to keep parents informed of possible exposure to communicable illnesses through website & email notices. If your child is diagnosed with a communicable problem such as strep throat, chicken pox, pink eye, bed bugs, or flu-like symptoms, please inform the school immediately. With everyone's help, the spread of these health concerns can be limited.

**Accidents:**

If an accident should occur at school, the following actions will take place:

1. The office will attempt to notify the parents at home.
2. If parents cannot be reached at home, we will attempt to reach them at work.
3. If parents cannot be contacted, the emergency number will be called.

If an accident involves serious injury, the following will occur:

1. The principal or his/her designee will use their best judgment to determine the need for emergency medical service.
2. An ambulance will be called, if deemed necessary.

For your child's safety, parents are requested to immediately notify the school office (in writing) of a change of address, phone number, or place of employment.

**Student Insurance:**

Student insurance is available if desired by the parent. Applications are furnished with enrollment materials and may be turned in to the school office. There are several different coverage options from which to choose. Although purchase of student insurance is optional, some type of insurance coverage is recommended. For those who have purchased coverage, claim forms are available in the office in the event of an injury.

## **EMERGENCY PROCEDURES**

Emergency procedure drills are performed periodically throughout the school year to maintain the safety of all students and staff in the event that emergency situations occur.

### **Fire Drills:**

Schools are required by state law to conduct fire drills. The purpose of the fire drill is to accustom the students to a swift and efficient method of exit from the building in case of a sudden emergency.

### **Lockdown Drills:**

The purpose of the lockdown drill is to maintain a safe and orderly classroom for the safety of the children in situations where students and staff must stay contained in the classroom.

### **Evacuation Drills:**

The purpose of on-sight evacuation drills is to familiarize students with the procedures to leave the building to ensure the safety of everyone.

### **Tornado Alert:**

State law requires that we conduct tornado drills. In the event of a real tornado, the Porter County Sheriff's Department contacts the schools with full details of the threat. Appropriate actions are then taken to insure the safety of all children.

### **Emergency Days Requiring Late Start or Early Release of School:**

At times, it may be necessary to delay the start of or close our schools because of an emergency or unsafe situation for our students. **Please develop and periodically review appropriate plans for the possibility of a delayed start, early dismissal, or school closing with your child.**

Website Emergency Alert System is an automated email and text system that will contact every family in the event of an emergency. Please make sure that your child's school has your correct email address, cell phone number, and home phone number so that you will receive these messages.

### **School Closings:**

**School closings will be sent out via School Messenger, the PTSC alert system.** Please make sure that your child's school has your correct email address, cell phone number, and home phone number so that you will receive these messages. Closings will also be posted at [www.ptsc.k12.in.us](http://www.ptsc.k12.in.us) and on the Porter Township School Corporation Facebook page as well as on Twitter (#ptsc).

### **Virtual Online Make-Up Days:**

In the event of severe weather, Porter Township School Corporation will hold Virtual Online Make-up days and students will complete assignments online from home. Teachers will be digitally accessible during the school day. If weather improves and travel is safe, one or more of the school buildings will be open for parents to bring students in to complete assignments.

If PTSC determines that there are special circumstances that result in a virtual online make-up day not being viable, we will have an on-campus make-up day as per our school calendar.

## **POLICY STATEMENTS**

### **Computer Technology and Networks:**

Before any student uses the school's computer network, he/she and his/her parents must sign an Acceptable Use Agreement, which defines the conditions under which the student may participate. This must be on file in the media center.

- Computers are provided for staff and student use. The purpose is to provide software through the servers, electronic media center services, and Internet access, herein referred to as Network, for educational purposes.
- In the Media Center, before using the Internet for independent work or work where they are not in the media center accompanied by that teacher, student users must sign the login book agreeing to abide by the internet policy.
- In a classroom setting, students should follow written and oral classroom instructions.
- Students may not download any unauthorized programs such as software, music, MP3s, etc.
- Any misuse of a computer, any software or the Internet may result in revocation of use of school computers, the school Network, and/or the Internet and/or other disciplinary action(s) determined by school officials.

**Matters Regarding Corporation Services or Operations:**

If the request, suggestion, complaint, or concern relates to a matter of Corporation procedure or operation, it should be addressed, initially, to the Superintendent and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member."

**Matters Regarding the Educational Program:**

If the request, suggestion, complaint, or concern relates to a matter of Corporation program, it should be addressed, initially, to the Superintendent and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member."

**Matters Regarding Instructional Materials:**

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials and the procedure for completing such an inspection. See AG 9130A and Form 9130 F3.

If the request, suggestion, complaint, or concern relates to instructional materials such as textbooks, media center books, reference works, and other instructional aids used in the Corporation, the following procedure shall be followed:

- A. The criticism is to be addressed to the principal, in writing, and shall include:
  - 1. author;
  - 2. title;
  - 3. publisher;
  - 4. the complainant's familiarity with the material objected to;
  - 5. sections objected to, by page and item;
  - 6. reasons for objection
- B. Upon receipt of the information, the principal may, appoint a review committee.
- C. The Superintendent shall be an ex officio member of any such committee.
- D. The committee, in evaluating the questioned material, shall be guided by the following criteria:
  - 1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
  - 2. the accuracy of the material
  - 3. the objectivity of the material
  - 4. the use being made of the material
- E. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.
- F. The committee's recommendation shall be reported to the Superintendent in writing. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.
- G. The complainant may appeal this decision within ten (10) days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- H. The Board shall review the case and advise the complainant, in writing, of its decision.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

**STUDENT CONDUCT**

**A. Student Misconduct or Substantial Disobedience**

Grounds for suspension or expulsion are student misconduct or substantial disobedience. Examples of student misconduct or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

- 1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other conduct constituting an interference with school purposes or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function
- 2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
- 3. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.

4. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
5. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
6. Possession, handling or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
7. Possessing, using, transmitting or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
  - a. Exception to Rule 8: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition provided the requirements of Section XVIII, Health Services, page 31, column 2, C, have been met.
8. Possession, using or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant or intoxicant of any kind.
9. Possessing, using transmitting or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
10. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purpose or an educational function.
11. Possessing, using, transmitting, or providing to any person or being affected by, or consuming during school or a school function. Any tobacco product including but not limited to cigarettes, smokeless tobacco, e-cigarettes, and vapor products.
12. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
13. Falsely accusing any person of sexual harassment, or of violating a school rule and/or a state or federal law.
14. Engaging in any activity forbidden by the laws of the State of Indiana or the United States that constitutes an interference with school purposes or an educational function.
15. Aiding, assisting or conspiring with another person to violate these student conduct rules or state or federal laws.
16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including but not limited to:
  - a. Engaging in sexual behavior on school property;
  - b. Disobedience of administration authority;
  - c. Willful absence or tardiness of students;
  - d. Engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
  - e. Failing to tell the truth about any matter under investigation by school personnel;
  - f. Possession of or using a laser pointer or similar device.
17. Using during school hours or on the bus ride a cell phone or electronic device without staff approval.
18. Sending, sharing, viewing or possessing pictures, text messages, emails or other material of a sexual nature in electronic or other form, including the contents of a cell phone or other electronic device is grounds for suspension or expulsion.
 

**NOTE THAT THE INDIANA CHILD ABUSE/NEGLECT LAW REQUIRES SCHOOL PERSONNEL TO REPORT TO LAW ENFORCEMENT OR CHILD PROTECTIVE SERVICES WHENEVER THERE IS REASON TO BELIEVE THAT ANY STUDENT IS INVOLVED WITH CHILD EXPLOITATION OR CHILD PORNOGRAPHY AS SUCH CONDUCT IS DEFINED IN THE INDIANA CRIMINAL STATUTES. CRIMINAL/JUVENILE PENALTIES FOR CONVICTION OF SUCH CONDUCT INCLUDE PRISON SENTENCE AND/OR REGISTRATION AS SEX OFFENDER. BECAUSE STUDENT CELL PHONES CONTAINING EVIDENCE OF SEXUAL CONDUCT AND OTHER INAPPROPRIATE MATERIAL HAVE BEEN FOUND IN A NUMBER OF INDIANA SCHOOL DISTRICTS, IT IS IMPORTANT FOR STUDENTS AND PARENTS TO BE AWARE OF THE LEGAL CONSEQUENCES SHOULD THIS OCCUR IN OUR SCHOOL CORPORATION. ADDITIONAL INFORMATION AS TO THE NATURE OF THE MATERIAL OR CONTENT REQUIRED TO BE REPORTED TO LAW ENFORCEMENT IS AVAILABLE IN THE PRINCIPAL'S OFFICE UPON REQUEST.**

#### **B. Possessing a Firearm or Destructive Device**

1. No Student will possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive



- the frame or receiver of any weapon described above
  - an antique firearm
  - a rifle or shotgun that the owner intends to use solely for sporting, recreational or cultural purposes
3. For purposes of this rule 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 ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above
    - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half 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.
  4. The penalty for possession of a firearm or a destructive device: request for expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one (1) year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
  5. The superintendent will immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

**C. Possessing a Deadly Weapon**

1. No student will possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C.35-41-1-8:
  - weapon, taser, or electronic stun weapon, chemical substance or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon: request for expulsion from school for a period of up to one calendar year.
4. The superintendent will immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

**D. Unlawful Activity**

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

**E. Legal Settlement**

A student may be expelled if it is determined that the student's legal (address) settlement is not in the attendance area of the school where the student is enrolled.

**Right to Appeal**

The student or parent may request an appeal of the expulsion decision to the school board within ten (10) days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the written summary of the expulsion meeting, and the arguments from the school administration, and the student and/or the student's parent. The board will then take action deemed appropriate.

The State Law outlining the expulsion process is available in the school office.

**Grounds for suspension or expulsion apply when the student is:**

1. On school grounds immediately before or during school hours or immediately after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school activity function or event; or
3. Traveling to or from school or school activity function or event.

**Effect of Out-of-School Suspension/Expulsion**

Schoolwork completed during an out-of-school suspension may not receive full classroom credit. Students do not receive schoolwork or credit during an expulsion. Students are not allowed to participate in extra-curricular activities, including sports, or be on school property while serving a suspension or when expelled.

### **Search and Seizure**

The search of a student's person or property shall be based on a reasonable suspicion that the student has in his/her possession any item of an illicit, inappropriate or illegal nature, stolen property, or other such possession as to cause disruption of the educational process, or which may endanger students or school personnel. Reasonable suspicion may be based upon, but not limited to, student tips, faculty referrals, parent phone calls, or suspicious behavior on the part of the student. Any information received will be examined as to its validity and credibility prior to any action being taken. Building administrators and security personnel shall have the authority to examine or cause to be examined, a student's person or property. The search may include, but is not limited to:

1. The pockets of the students (i.e. clothing, jackets, backpack, etc.).
2. Student Lockers/Desks. All lockers/desks provided for student use remain the property of the school corporation. Students have no expectation of privacy in lockers/desks or their contents.

Searches of the person of a student as provided above shall be conducted by an administrator or designee, in a private room by a person of the same sex as the student being searched. A witness shall be present during the search. Depending upon what is found, a determination shall be made whether or not to involve the police authority having jurisdiction over the area.

Anything found in the course of a search which is evidence of a violation of the student conduct standards may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding;
2. Returned to the parent or guardian of the student at the end of the school year;
3. Destroyed if it has no significant value or,
4. Turned over to the Porter County Sheriff's Department or other authorized law enforcement agency.

The parent or guardian of any student searched shall be notified as soon as is reasonably possible. A student who refuses to have his/her person or property searched shall be subject to suspension and/or expulsion.

### **CAMERAS**

Cameras may only be used at teacher direction.

### **CCTV AND RECORDING CAMERA SYSTEM**

The use of closed-circuit television cameras (CCTV) is to watch and record public areas for safety and security. Recorded video is for supervision; this information can only be viewed according to Board policy.

### **CHILD ABUSE AND NEGLECT**

Indiana Law requires school employees to report every suspected case of child abuse or neglect to the Department of Public Welfare. If parents or community members suspect a case of child abuse, it is their responsibility to report this to the Indiana Department of Child Services Central Intake Unit hotline at 1-800-800-5556.

### **COMPULSORY REPORTING**

One of our first concerns is student safety and well-being. Therefore, staff members must report to the principal anything that suggests a student may be harmful to him/herself or to others. If student discloses such information directly to a staff member, or indirectly through written assignment or communications, this information must be reported to the principal. This information is confidential and used only for protecting all students and staff.

### **BULLYING**

Bullying committed by a student toward another student or students is strictly prohibited.

### **What is Bullying?**

Bullying can take many forms including slurs, rumors, name-calling, jokes, innuendos, demeaning comments, cartoon drawings, pranks, gestures, physical attacks, threats, stalking, physical or other intimidation, hazing, other written or electronic text messages, social media posts, emails, and verbal or physical actions. 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.

This rule applies regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend Porter Township Schools and extends to bullying through computer, computer system, or a computer network.

### **Reporting Bullying Behavior**

Students are encouraged to report bullying conduct as soon as possible. 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. A student or parent may also report the conduct to a teacher or counselor with whom he/she is comfortable. That teacher or counselor will then relay the report to the Principal. The report may be made anonymously, however the ability of the Principal to investigate and take corrective action may be limited if the person making the report cannot be further questioned. NOTE: All administrators, teachers and other staff members are to immediately report observed instances of bullying and/or information regarding bullying behavior to the Principal.

### **Investigation of Report**

The Principal or an administrator designated by the Principal will investigate immediately all such reports of bullying which may include questioning students, staff and others. As information is obtained, the Principal will report to conduct to local law enforcement as appropriate. The parents of the bully and the targeted student(s) will be notified within the week of the receipt of the report of the alleged conduct and then on a periodic basis as to the progress and the findings of the investigation, and of any remedial action that has been taken.

### **Consequences**

Where bullying behavior is substantiated through the investigation, the Principal will take action appropriate to address the bullying conduct and to prevent further bullying, such as disciplinary action including suspension and/or request for expulsion, counseling and follow-up counseling or other support services and education for the students involved, and referral to law enforcement.

### **False Reporting**

False reporting of bullying conduct by a student is a violation of this rule and will result in any appropriate disciplinary action or sanctions. False reporting includes a situation when a student makes a report knowing or having reason to believe that the information is not true. It could also be a situation where the reporting student leaves important information out of the report or gives misleading information. A student who makes a report in good faith based on information the student does not know to be false, is not committing false reporting.

## **CONFIDENTIALITY**

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

## **BRINGING INAPPROPRIATE ITEMS TO SCHOOL**

The building principal or the classroom teacher may confiscate any items which are inappropriate and retain said items until the end of the school year. Further, any item(s) confiscated will only be returned to the parent(s) of the child from whom said item(s) was/were confiscated.

Electronic devices are allowed to be used at school if directed by the teacher during school hours. Trading cards, candy, and toys are inappropriate items when brought to school and should be left at home.

### **Disruptive/ Nuisance Items/ Electronic Devices**

Nuisance items include any item which is a distraction in the classroom or learning situation. Electronic devices may be used at the direction of the teacher. We strongly recommend that students do not bring any personal electronic devices to school. Porter Township School Corporation assumes no responsibility for these items if stolen or damaged while on campus or when confiscated.

**Consequences:** The school does not accept responsibility for any item held as a result of student misuse.

1st Offense: Confiscation. Parent/guardian may pick up items from the school office during school hours unless such items are held as evidence in disciplinary procedures or have been turned over to law enforcement.

2nd Offense: Confiscation. Parent/guardian pick up.

Upon confiscation of a second item from a student, the student will lose his/her eligibility for final exam waivers for the current semester.

3rd Offense: Confiscation. Parent/guardian pick up. Friday Detention. Possible confiscation for remainder of the school year.

### **ELASTIC CLAUSE**

The school administration will set up fair and reasonable rules and expectations for circumstances that may need action not covered in this handbook. Rules, expectations and consequences will be consistent with similar previously settled incidents considering the reasons identified. Items omitted from this handbook should not limit the scope of the school's responsibility or authority in dealing with any misbehavior that may not be in the best interest, safety or welfare of students.

These rules apply to any student on their way to and from school, on school property, present at school, attending any school activity, using school networks, accounts or other services and whose misbehavior at any time or place may interfere with the operations, discipline, or general welfare of the school, students, and staff.

### **EMERGENCY CARDS / PERMISSION TO PICK-UP**

All students must have an emergency and permission to pick-up information on file. Parents must keep Harmony up to date as information changes throughout the school year.

### **DISTRIBUTING COMMERCIAL OR OTHER MATERIALS**

Materials to be handed out on school property, other than those affiliated with the school, must be presented to the superintendent for approval before their distribution on school property.

### **INSURANCE FOR STUDENTS**

Student insurance is available if needed by the parent. Application blanks and enrollment materials are available at registration. There is a variety of coverage options to choose from. Although student insurance is optional, some insurance coverage is strongly recommended. For those who have bought coverage, claim forms are available in the office in case of an injury.

### **LOSS OR DAMAGE OF PERSONAL PROPERTY**

PTSC is not responsible for damages to personal property or vehicles on school grounds: in addition, PTSC is not responsible for lost and stolen articles.

### **USE OF SECLUSION AND RESTRAINT WITH STUDENTS**

Board Policy #5630.01 – Use of Seclusion and Restraint with Students can be accessed through the school corporation's website.

### **STEALING**

Stealing from other students, faculty, school personnel, or of school property will not be tolerated. Students who steal will return or replace the objects and face disciplinary actions which may include but are not limited to the following: suspension, and expulsion.

## **TEXTBOOK RENTAL**

During registration parents should pay their book rental fees for the year. Each child's book rental fee is fixed by the student's course selections.

At the end of the school year each textbook should show a normal year's wear. However, the teacher may assess a fine for abuse or the cost of rebinding. Parents must pay the retail cost for lost books.

If a student leaves the school during the school year, the rebate/refund policy is as follows:

1. No refund on consumable items.
2. If a student leaves to transfer to another school during the first semester, the textbook rental fees are rebated for the second semester.
3. If a student leaves, withdraws, or transfers to another school during the second semester textbook rental fees are not rebated for the second semester.

Book rental is determined by the retail cost of the book and regulated by the state. Added consumable fees are for workbooks, sheet music and other consumable items at retail cost. Total textbook and added fees are assessed at the beginning of the school year or enrollment of a new student. Extra charges may result if a student's schedule is changed during the school year.

### **Book Damage Fees**

1. Written, marked, or soiled pages, 10 cents each page
2. Holes or tears, \$1.00 each page
3. Damaged covers, 1/3 of the cost of the book
4. Bent or broken covers, 1/2 the cost of the book
5. Broken spine, 1/2 the cost of the book
6. Lost or severely damaged; full cost
7. Missing cover or pages or missing sections of pages, Full cost of the book
8. Excessive writing; obscenities; answers written in the book, Full cost of the book
9. iPad damage up to and including the cost for replacement of the device.

## **TRESPASSING ON SCHOOL PROPERTY**

Trespassing on school property will not be tolerated. All school officials are authorized to request any person to leave school premises if that person is interfering with the lawful use of school property. If the person does not leave the premises as requested, school officials may request assistance from law enforcement officers.

## **PORTER TOWNSHIP COMPUTER FACILITIES, EQUIPMENT AND SOFTWARE PROCEDURES**

### **Definition of Copyright**

Copyright is the exclusive right that protects an author from having his/her work published, recorded, distributed or reproduced, without the expressed permission of the copyright holder. Owning a specific piece of software is not the same as owning the copyright on that software.

Summary of Federal Copyright Law (Public Law 96-517, Section 7(b):

For the purposes of copyright, a computer program is defined in the law as a set of statements or instructions to be used directly or indirectly in a computer in order to bring about a certain result.

In brief, the copyright law says that you may:

1. make one archival or back-up copy of a copyrighted program (after purchase);
2. adapt a copyrighted program from one language to another in which it is not already commercially available;
3. add features to a copyrighted program in order to make better use of the program;
4. adapt a copyrighted program to meet local needs.

The copyright law says that, without the expressed permission of the copyright owner, you MAY NOT:

1. make multiple copies of a copyrighted program, even for use within a single school;
  2. make any use of printed copyrighted software documentation that is not allowed by the actual copyrighted program itself.
- Duplicating copyrighted computer software is a federal offense. Criminal penalties make the violators subject to fines of up to \$10,000 and a prison term of up to five years.

### **Rules and Regulations**

Each of the following provisions of this policy for the use of computer facilities, equipment, and software belonging to the Porter Township School Corporation applies alike to all school employees, all students, and any member of the community at large using said facilities, equipment, or software.

1. Everyone using corporation computer facilities and equipment is expected to adhere to the provisions of Public Law 96-517, Section 7(b) with regard to copyrighted software.
2. No one may use unauthorized copies of software on computers belonging to the school.
3. No one may enter, use, copy, alter, or tamper with computer files or software belonging to another person or the school without the expressed permission of the owner of the files.
4. Theft of or willful/irresponsible damaging of any computer facilities, equipment or software belonging to the corporation will not be tolerated.
5. No unauthorized person may use equipment, software, security passwords, or access codes belonging to the school to access or attempt to access data files, a network, or data systems either local or in remote locations.
6. No one may use any corporation computer equipment for obscene, suggestive or threatening communications.
7. Anyone witnessing the violation of any of the above provisions is expected to report the violation to the corporation employee in charge at the time of the violation or to the appropriate administrator.

### **Computer User Responsibilities**

1. Adhere to school rules without exception or deviation.
2. Refrain from bringing unauthorized software or disks into the school building.
3. Use only equipment, software, data files, and access codes assigned to him/her.
4. Refrain from bringing food, drinks, or chewing gum around the school's computer equipment.
5. Use telecommunications equipment appropriately and responsibly.

### **Legal Responsibilities**

Students can and will be held accountable for violation of libel laws as they apply to all printed media including e-mail and telecommunications.

### **Libel**

A libelous statement is one that defames the character of an individual, business or product. Libel can include accusing a person falsely in plain language or implying defamation.

### **Penalties**

Violation of any of the above provisions will be punished and can lead to a student being denied access to computer use in the school and being removed from classes that require computer access. Violations may result in financial compensation to the corporation or suspension from school.

## **INTERNET POLICY**

In making decisions regarding student access to the Internet, the Porter Township School Corporation considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The district expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing district-provided Internet access must first have the permission of and must be supervised by the Porter Township School Corporation's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other areas of school. The same general rules for behavior and communications apply.

The purpose of district-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Porter Township School Corporation. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on the school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are **not** permitted:

1. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
2. to transmit obscene, abusive, or sexually explicit language;
3. to violate any local, state, or federal statute;
4. to vandalize, damage, or disable the property of another individual or organization;
5. to access another individual's materials, information, or files without permission; and,
6. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of district policy and rules may result in loss of district-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Porter Township School Corporation makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The district will not be responsible for any damages users suffer, including - but not limited to - loss of data resulting from delays or interruptions in service. The district will not be responsible for the accuracy, nature, or quality of information stored on district diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through district-provided Internet access. The district will not be responsible for personal property used to access district computers or networks or for district-provided Internet access. The district will not be responsible for unauthorized financial obligations resulting from district-provided access to the Internet.

Parents of students in the Porter Township School Corporation shall be provided with the following information:

1. The Porter Township School Corporation is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.
2. 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 via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.
3. While the district's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the district institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the district's acceptable use policy. That notwithstanding, the district believes that the benefits to students of access to the Internet exceeds any disadvantages.
4. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Porter Township School Corporation makes the district's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

## **FERPA POLICY**

(The Family Educational Rights and Privacy Act of 1974 93-380, 20 U.S.C. 1232g)

### **School and Student Records**

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records. Access to student records is available, in consultation with the school officials, to authorized school personnel, to the student's parent(s) or legal guardian and to the student. Arrangement for review may be made through the Principal or through the Counselor.

No personally identifiable information from the education records of a student will be released to third parties without the prior consent of the parents or legal guardian except where allowed under applicable regulations.

Complaints regarding a violation of rights accorded parents and students should be submitted to the Superintendent.

## **CRIMINAL GANG AND CRIMINAL GANG ACTIVITY POLICY**

The Porter Township School Corporation has adopted this policy pursuant to State Law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, demonstrate its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, educate Corporation students, employees, about criminal gangs and criminal gang activity, and comply with State and federal Laws and regulations.

The Corporation prohibits criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the corporation or used to transport Corporation students, and at school-sponsored functions. The 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 an act of criminal gang activity and similar destructive or illegal group behavior.

The full Porter Township School Corporation Criminal Gang and Criminal Gang Activity Policy can be found on the district's website at [www.ptsc.k12.in.us](http://www.ptsc.k12.in.us).

## **GRADING**

Below are the exact percentages for figuring grades (there is no rounding).

100	A+	76.68-79.99	C+
93.34-99.99	A	73.34-76.67	C
90.00-93.33	A-	70.00-73.33	C-
86.68-89.99	B+	66.68-69.99	D+
83.34-86.67	B	63.34-66.67	D
80.00-83.33	B-	60.00-63.33	D-
		59.99-BELOW	F

## **PROGRESS REPORTS**

Porter Township Schools is constantly striving to improve communication between the home and school. For this reason, the district has invested in a new student information system that provides a parent portal providing access to the students' grades anytime the parents feel the need to check. Parents may access the parent portal through the Harmony Student Information System to review their child's grades anytime through the year. It is important for parents to remember that there is roughly a five (5) day delay from the time an assignment is turned in and the grade appears for their review. Parents without access to the internet should request a progress report from the teacher and one will be sent home.

## **GUN FREE SCHOOLS ACT**

In compliance with the Gun Free School Act, the Porter Township School Corporation prohibits bringing weapons to any facility, grounds or activity of the Porter Township Schools. Any individual bringing a weapon in any facility, on school grounds, or to any school activity will be recommended for expulsion from school and school activities for the period of one year.

## **HANDICAPPED NONDISCRIMINATION**

No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity, unless the nature or severity of the handicap is such that education in regular classes and services cannot be achieved satisfactorily.



**CIVIL RIGHTS NONDISCRIMINATION GRIEVANCE PROCEDURE**  
**(For Indiana’s Civil Rights Compliance Program)**

Purpose: No student at Porter Township School Corporation schools will be judged on the basis of sex, national origin, race, religion, color, or handicap.

1. Applies to Regulatory TITLES VI (race, color, national origin), TITLE IX (sex), Section 504 of the Rehabilitation Act of 1973 (handicapping condition), and the Indiana State Board of Education Advisory Committee V-Rules Requirements and the guidelines developed by the Indiana Department of Education, Vocational Education Section.
2. Interested parties include school corporation officers, employees, students and patrons.
3. Applies to acts or omissions relating to protected rights based upon age, race, color, religion, sex, handicapping conditions, and national origin, including limited English proficiency.
4. Civil Rights Compliance Coordinator
  - a. The building principal or designee for allegations of building level violations to students or building patrons.
  - b. The superintendent or designee for allegations and violations of a corporate level such as policy or practice.
5. Civil Rights Compliance Officer The superintendent of schools or designee.
6. The Process
  - a. Level One
    - i. The officer, employee, student or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator described in #4 above. The complaint shall stipulate the specific act or omission, the date of same, and parties involved.
    - ii. The compliance coordinator shall initiate investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.
    - iii. The compliance coordinator shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
    - iv. The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance coordinator and submits such a statement in writing to the compliance officer, a Level Two procedure shall be enacted.
  - b. Level Two
    - i. The compliance coordinator shall submit the written disagreement statement and all related information to the superintendent within three calendar days of receipt.
    - ii. The superintendent shall review all material and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, true compliance coordinator, and the superintendent. Other witnesses may be called with mutual prior notice of three (3) calendar days.
    - iii. The superintendent shall make a decision within seven (7) calendar days of the final meeting of parties. This decision shall be final.

**NOTE:** By mutual agreement, circumstances of calendar availability may result in extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties.

**NOTE:** If the alleged violation, interpretation, or application is of a corporate nature such as a written rule, regulation, or policy then Level Two is initiated immediately.

**NONDISCRIMINATION ON BASIS OF GENDER, AGE, RACE, RELIGION, ETC.**

It is the policy of the Porter Township School Corporation not to discriminate in the educational programs or activities it operates on the basis of gender, race, religion, disability, or national origin.

**MAKEUP WORK**

Students will be allowed one (1) makeup day for work assigned during each excused absence. Teacher discretion is to be given if the makeup work is difficult.

- Work assigned prior to an absence is not make-up work and is due upon the student’s return to class.
- Students who have turned in a pre-arranged absence form understand that the school work must be kept up and agree to hand in assignments given according to arrangements made with the teacher at the time of signing the form.
- Work assigned prior to out-of-school suspension or truancy from school, and which falls due during this absence period, must be turned in on the student’s first day back in school and will be graded.

- Work assigned during an out-of-school suspension or unexcused absence is expected to be made up but may not receive a grade and/or credit.

## **PARENT CONFERENCES**

Please contact the teacher if you wish to discuss your child’s progress. Parents may access the Harmony Parent Portal at any time to gain information about the academic progress of their child.

## **SAFETY AND SECURITY**

The safety and security of our students, faculty, and staff during the normal school day and at school-related events beyond the normal school day is our priority.

Parents, students, and the community at-large should correctly see that our schools are a safe and engaging learning community. Our schools have developed and rehearsed many advanced safety and security measures and precautions to help ensure the safety of all students. These measures and precautions, along with School Messenger notice should provide students, parents, staff and the community with comfort in the safety and security of students.

Our schools should be fear-free; however, if there are times of concern, students or parents should contact the proper teacher, counselor or principal immediately. Students who see inappropriate behavior in these areas should report them immediately to a teacher or the principal.

Parents and students who learn of inappropriate behaviors or actions should also report them immediately to the school office. Active parent involvement in the security and safety of students is essential. The school must know of concerns to resolve concerns at school. When in doubt, report any possibly dangerous or concerning information to the school.

Our schools are locked during the school day. Visitors must obtain a visitor pass and wear it during the school day. Our schools have developed advanced and rehearsed lock down procedures if an intruder is to enter the building. These measures are to protect the safety of students, teachers, and staff.

If a threat or an incident occurs, our schools have rehearsed safety procedures to provide for the safety of students as well as for safe evacuation of the building if needed.

### **SIGN IN**

Students must sign in at the office when returning to school for any reason. Students late to school risk being marked absent or tardy.

### **SIGN OUT**

Students must be signed out by an approved adult in the main office to leave the building during the school day. Drivers picking up students should come in to the office and sign students out.

### **TIP LINE**

#### **Our District's Tip Reporting Service:**

Safety is one of our district's top priorities, which is why we are now using Safe Schools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. **Phone:** 1-855-4ALERT1, ext. 1147
2. **Text:** Text #1147 @tip + your tip to ALERT1 or 253781
3. **Email:** 1147@alert1.us
4. **Web:** <http://1147.alert1.us>

You can easily report tips on bullying, harassment, drugs, vandalism or any safety issue you are concerned about. You can submit a tip anonymously online or by telephone. More information, including the Safe Schools Alert Terms of Use and Privacy Policy, is available online at <http://1147.alert1.us>. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support. **Please use this responsibly.**

## **VISITORS AND SCHOOL SAFETY CHALLENGES**

All visitors are required to sign in and out at the main office or at the location designated by the individual school building. After being properly identified, their credentials verified and the reason for their visit documented and approved, each visitor will receive a visitor identification badge that must be worn throughout their visit. Please note that school personnel are authorized to refuse entry to any person. Any person denied entry to the school will be asked to immediately leave school property. Within 48 hours of such denial, a school administrator and/or the school resource officer will conduct an investigation of the occurrence.

**For the safety of our students and staff, any person in the school building without a visitor identification badge may be considered to be trespassing and/or potentially dangerous to the security and safety of students.**

## **PARENTAL/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND PLACEMENT**

IN COMPLIANCE WITH THE PROCEDURAL REQUIREMENTS OF SECTION 504 OF THE REHABILITATION ACT OF 1973, THE FOLLOWING NOTICE OF PARENT/ STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND PLACEMENT SHALL BE UTILIZED BY PORTER TOWNSHIP SCHOOL CORPORATION.

THE FOLLOWING IS A DESCRIPTION OF THE RIGHTS GRANTED BY FEDERAL LAW TO STUDENTS WITH DISABILITIES. THE INTENT OF THIS HANDOUT IS TO KEEP YOU FULLY INFORMED CONCERNING DECISIONS ABOUT YOUR CHILD AND TO INFORM YOU OF YOUR RIGHTS IF YOU DISAGREE WITH ANY OF THESE DECISIONS. YOU HAVE THE RIGHT TO:

1. Have your child take part in and receive benefits from public education program without discrimination because of his/her disabling condition;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation or placement of your child;
4. Have your child receive a free appropriate education in academics, non-academics, and extra-curricular activities. This includes the right to be educated with non-disabled students to the maximum extent appropriate. The provision of an appropriate education is the provision of regular or special education and related aids and services that are designed to meet the individual needs of handicapped persons as adequately as the needs of non-handicapped persons are met and are based upon adherence to procedures that satisfy the requirements of and implementation of an individualized education program developed in accordance with the Individuals with Disabilities Education Act.
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students;
6. Have your child receive special education and related services that he/she is found to be eligible for under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act;
7. Have evaluation, educational and placement decisions made based upon a variety of information sources and by persons who know the student, the evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in non-academic and extra-curricular activities offered by the district;
10. Examine all relevant records relating to decisions made regarding your child's identification, evaluation, educational program and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's record;
13. Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.
14. Request mediation and/or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and be represented by counsel. All hearing requests should be made to: Porter Township School Corporation, 248 South 500 West, Valparaiso, Indiana 46385
15. Ask for payment of reasonable attorney fees if you are successful on your claim.
16. File a grievance.
17. The Section 504 representative may be contacted at your child's school.

**SECTION 504**  
**POLICY AND PROCEDURES FOR IDENTIFICATION, EVALUATION AND**  
**PLACEMENT PROCEDURES**

**1. REFERRAL**

- a. A referral for possible Section 504 eligibility may be initiated by a parent or professional of the school system if there is a suspicion that the child may have a physical or mental impairment, has a history of or is regarded as having an impairment that substantially limits one or more major life activities.
- b. A referral must be made in writing, dated and include the reason for the referral.
- c. The Section 504 representative will notify the parent/guardian in writing of the referral.
- d. The Section 504 representative will determine a conference date and document the information on the Notice of Section 504 Conference Form. The notice will be sent to parent and a copy to all conference participants.
- e. The Section 504 representative will coordinate the gathering of relevant information necessary to assist in the identification of a Section 504 student.

**2. EVALUATION**

- a. The primary purpose of conducting an individual assessment of a student referred for a Section 504 evaluation is to gather information sufficient to permit a group of persons knowledgeable about the child to determine whether the student is handicapped under Section 504.
- b. In determining whether a student is disabled under Section 504, the Conference Committee must conclude that:
  - i. The student has a physical or mental impairment.
  - ii. The presence of the physical or mental impairment substantially limits one or more major life activities.
  - iii. Because of the substantial limitation, the student is in need of accommodations/adaptations in the educational setting.
- c. The evaluation procedure must be completed within 40 school days from the date on the Section 504 Referral Form or prior to the commencement of the following school term where the referral was made with less than 40 days left in the school term.
- d. The evaluation procedures may include standardized testing, interview with the child and parent, rating scales, observational data, adaptive behavior assessments, teacher records, social and cultural background data, and medical record.
- e. An evaluation conducted as per Article 7 is one means of meeting the evaluation requirement under Section 504.

**3. CONFERENCE**

- a. Upon completion of the Section 504 evaluation, the Section 504 representative will convene a Section 504 conference to determine eligibility.
- b. The conference will be held within 40 school days of the date of referral.
- c. The conference will involve a group of persons knowledgeable about the child.
- d. The conference committee will be responsible for making the determination of eligibility under Section 504.
- e. The 504 representative will complete the Section 504 conference summary form documenting the evaluation findings, eligibility, and the educational services/accommodations to be provided.
- f. Recommendations made at the Section 504 conference shall be determined by consensus of the participating school staff.
- g. The Section 504 Conference Summary will serve as the Section 504 Alternative Learning Plan by describing the needed educational services and/or reasonable accommodations to be made.

**4. REEVALUATION**

- a. The Section 504 representative will ensure that a reevaluation of the initial evaluation is conducted every three years.
- b. Notice will be sent to the parents informing them of the intent to reevaluate.
- c. The reevaluation will review the components of the most recent evaluation.
- d. The reevaluation will be completed within 40 instructional days of the referral or prior to the commencement of the following school term where the referral was made with less than 40 instructional days left.

**5. ANNUAL REVIEW**

On an annual basis, the Section 504 representative will review the Alternative Learning Plan to determine continued eligibility and if the same type and intensity of services are to be continued.

**6. SUSPENSION AND EXPULSION**

- a. Section 504 students may be suspended for infractions to the student discipline code. When a student approaches an aggregate of 10 instructional days, the building principal will notify the Section 504 representative. The Section 504 representative will convene a Section 504 conference to discuss the current educational plan.

- b. If the school is considering expulsion, the Section 504 representative will convene a causal case conference. The members of the causal conference will be school staff knowledgeable about the student. It is the responsibility of the causal conference to determine if a causal relationship exists. If a causal relationship is found, the student may not be expelled. However, the Section 504 conference committee will look at alternative educational placements.
- c. If no causal relationship exists, expulsion procedures may continue following the school's regular education expulsion procedures.
- d. If a student is found in violation of the school's drug and alcohol policies, a causal conference is not needed. If a student is handicapped solely by virtue of being addicted to drugs and/or alcohol and the student is found to be in violation of established school policy regarding drugs and alcohol, the student may be treated like any non-handicapped student. Should a student be found in violation of the school's drug and alcohol policies, a causal conference is not needed.
- e. If a student is found to be in violation of the school's weapon policy or if the act for which the school is seeking expulsion is found to be inherently dangerous, the school may take such actions as it deems necessary to ensure the safety of all persons in the school building pending the outcome of any hearing.
- f. If a Section 504 student is expelled, educational and related services cease for the duration of the expulsion.
- g. This policy does not prevent the school from using its normal reasonable procedures for dealing with students who are endangering themselves and/or others.
- h. The building principal may require any student 16 years of age or older who seeks to enroll in school following an expulsion involving disorderly conduct or conduct dangerous to persons or property to enroll in an alternative program or evening school.

## **504 GRIEVANCE PROCEDURES**

### **1. COMPLAINT**

- a. Any party may request mediation, an impartial hearing and an appeal of any decisions or actions taken regarding the student's identification, evaluation, educational program, or placement.
- b. The complaint must be a written statement of the specific facts and/or perceived wrongful acts. If a person who is unable to write wishes to file a complaint, assistance may be obtained by contacting the Section 504 Coordinator.
- c. All hearing requests should be made to: Superintendent, Porter Township School Corporation, 248 South 500 West, Valparaiso, Indiana 46385

### **2. HEARING**

- a. Hearings shall be conducted within 40 instructional days from the date the complaint is stamped received by the superintendent unless the hearing officer grants an extension.
- b. Upon receipt of the complaint, the Section 504 Coordinator will appoint an independent hearing officer. This hearing officer does not have to be an Article 7 hearing officer. The school corporation shall bear all costs pertaining to the hearing including the transcription, hearing officer fee and expenses, but shall not be responsible for the fees and expenses incurred by the parent/guardian/student or their representative.
- c. The parent involved in the hearing shall be given the right to have the child who is the subject of the hearing present, open the hearing to the public, and be represented by counsel or any other person. Introduction of any evidence at the hearing that has not been disclosed to both parties at least five days before the hearing is prohibited, subject to the discretion of the hearing officer.
- d. During the pendency of an administrative or judicial proceeding, unless the school corporation and parent of the child agree otherwise, the child involved in the proceeding shall remain in his present educational placement. If there is a dispute regarding this present placement, the hearing officer shall order an interim placement.
- e. A verbatim record of the hearing, either by tape recording or by a court reporter, shall be made at no cost to the parent.
- f. Within 10 instructional days after the hearing, the hearing officer shall render a decision in writing. The written decision shall be sent by certified mail to both parties. Such decision shall include findings of fact, conclusions of law, and orders, if necessary, which will be binding on all parties. The orders shall be implemented no later than 30 instructional days from the date of the written opinion unless exceptional circumstances exist which, in the hearing officer's judgment, warrant delay in implementation.

## **SEXUAL HARASSMENT**

### **1. THE POLICY**

- a. It is the policy of the Porter Township School Corporation to maintain learning and working environment that is free from sexual harassment.
- b. It shall be a violation of this policy for any member of the Porter Township School Corporation staff to harass a student through conduct or communications of a sexual nature as defined in Section 2. It shall also be a violation of this policy

for students to harass other students through conduct or communication of a sexual nature as defined in Section 2. This policy similarly applies to non-employee volunteers who work subject to the control of school authorities.

2. **DEFINITION**

a. Unwelcome Conduct of a Sexual Nature

- i. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
  - ii. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.
- b. Sexual Harassment

For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

- i. Submission to the conduct is made either an explicit or implicit condition of education;
- ii. The conduct substantially interferes with a student's educational opportunities and/or performance or creates an intimidating, hostile, or offensive educational environment.

3. **COMPLAINT PROCEDURES**

It is the express policy of Porter Township School Corporation to encourage persons who believe that they are victims of sexual harassment to come forward with such claims.

- a. Any person who alleges sexual harassment by any employee or student in the school corporation may use the complaint procedure explained below or may complain directly to a teacher, coach, activity sponsor, building principal, or the Title IX complaint designee of the school corporation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future grades, or class assignment.
- 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
- d. All reports of sexual harassment shall be handled in the following manner:
  - i. Reports must be in writing on forms supplied by the corporation (if a verbal complaint is made, the school official should file a written report);
  - ii. Reports must name the person(s) charged with sexual harassment and state the facts;
  - iii. Reports must be presented to the building principal or designated Title IX Supervisor where the alleged conduct took place. The building principal shall inform the superintendent or his/her designee of all filed reports;
  - iv. The building principal or designated Title IX Representative who receives a report shall thoroughly investigate the alleged sexual harassment;
  - v. The report and the results of the investigation will be presented to the superintendent and complainant. The superintendent shall review the report and make a recommendation to the Board of School Trustees of any action she/he deems appropriate.
  - vi. The Board of Trustees will consider the report and the superintendent's recommendation in executive session.

4. **SANCTIONS FOR MISCONDUCT**

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated.

- a. A substantiated charge against an employee in the school corporation shall subject such employee to disciplinary action including but not limited to warning, 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.

5. **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.

## **RESPONSE TO INTERVENTION (RTI)**

Porter Township's Response to Intervention is an initiative to address the revised Article 7 of the Indiana Administrative Code. Article 7 defines how children are identified for special education. In particular, you may hear the terms "Tiers of Instruction" or "Response to Intervention" (RTI). The primary purpose of Porter Township's Response to Intervention is not special education eligibility determination, though that may be a possible outcome. This process is used to identify students who do not respond adequately to intervention or who need ongoing intensive intervention to experience success and sustain growth. This process is also briefly explained in the elementary handbook.

If the data collected indicates that a child is struggling in math or reading, s/he may be provided with an extra boost of instruction. This extra instruction will be referred to as Tier 2 or 3. (Tier 1 is the core curriculum used with all students in a particular grade level.) Please know that at any time special educators may also be involved with students in Tier 1, 2, or 3.

If the data shows that your child would benefit from additional interventions, you will receive notification. This notification will indicate that your child is working in a tier group. This additional instruction will take place during the regular school day. Should you receive this notification, please do not be alarmed. While this process may help us to identify children as needing assistance in special education, it does not mean that we think your child needs special education. It is a good thing that your child is receiving extra help when the need is first identified instead of waiting until a child is far below grade level. As always, do not hesitate to ask if you have a question.

Finally, while Porter Township's Response to Intervention instructs the educators to provide additional interventions to students that are struggling, parents with concerns may still talk to the counselor, your child's teacher, or the principal to ask for an evaluation to determine eligibility for special education and related services.

### **Academic Systems**

#### **Tier Three**

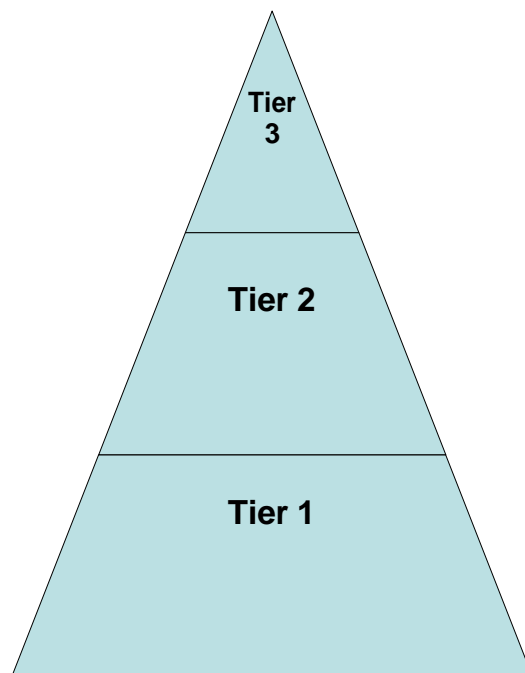
- Individualized intensive interventions supplemental to core curriculum
- Uniquely different instructional strategies; increased in length, frequency and/or duration
- More frequent progress monitoring

#### **Tier Two**

- Targeted group instruction intervention
- Individualized interventions supplemental to core curriculum

#### **Tier One**

- Core curriculum with State standards in general education classroom behavior expectations
- Research-based/differentiated instruction
- Universal Screening



### **Behavior Systems**

#### **Tier Three**

- Individualized intensive interventions
- Uniquely different strategies; increased in length, frequency and/or duration
- More frequent monitoring

#### **Tier Two**

- Targeted group intervention
- Individualized interventions
- Progress monitoring

#### **Tier One**

- Core behavior expectations
- Research-based
- Universal Screening





## **PORTER TOWNSHIP SCHOOL CORPORATION ELEMENTARY SCHOOL STUDENT SECTION**

*Welcome to Porter Township School Corporation! Our staff is committed to providing a quality educational, social, and emotional experience for all of our students. As a staff, we will do our best to make your child's school experience a great one.*

*Porter Township School Corporation's mission statement refers to our belief that all students will succeed. We understand the importance of individual student progress and willingly accept this responsibility. As a staff, we will continue to strive for excellence and we will also commit ourselves to challenging students to do their best.*

*This challenge creates a necessary and important collaboration between home and school. Parents are a child's best teacher and we can only build on the foundation you have created. Your cooperation and assistance is essential to the success of your child.*

*If there is any way in which we can assist you, please contact us immediately. Furthermore, please take time to share your thoughts and concerns with us. We are genuinely interested in hearing your views and ideas. Please feel free to drop us a note.*

**PORTER LAKES ELEMENTARY SCHOOL PRINCIPAL**  
KEVIN DONNELL

**BOONE GROVE ELEMENTARY SCHOOL PRINCIPAL**  
EDWARD IVANYO

## **ARRIVAL AND DISMISSAL PROCEDURE**

### **Porter Lakes Elementary School:**

Students may arrive before 8:25 a.m. only when given specific **advanced** permission by school personnel. Students may proceed to their classrooms after 8:25 a.m.

**School Begins: 8:40 a.m.**

**Two (2) Hour Delay: School Begins: 10:40 a.m.**

**School Ends: 3:15 p.m.**

**NOTE:** *All schools will begin school 30 minutes late on Wednesdays. If a two (2) hour delay is called on a Wednesday, school will begin two (2) hours from the originally scheduled time (see schedule listed above). These times are subject to change.*

### **Porter Lakes Elementary School Attendance:**

Students arriving after 8:40 a.m. will be considered tardy.

Students arriving after 12:00 Noon will be counted as absent half day.

Students leaving before 12:00 Noon will be counted as absent half day.

### **Boone Grove Elementary School:**

Students may arrive before 8:30 a.m. only when given specific **advanced** permission by school personnel. Students may proceed to their classrooms after 8:30 a.m.

**School Begins: 8:45 a.m.**

**Two (2) Hour Delay: School Begins: 10:45 a.m.**

**School Ends: 3:20 p.m.**

**NOTE:** *All schools will begin 30 minutes late on Wednesdays. If a two (2) hour delay is called on a Wednesday, school will begin two (2) hours from the normal start time (see schedule listed above). These times are subject to change.*

### **Boone Grove Elementary School Attendance:**

Students arriving after 8:45 a.m. will be considered tardy.

Students arriving after 12:00 Noon will be counted as absent half day.

Students leaving before 12:00 Noon will be counted as absent half day.

### **Bicycles:**

**Porter Lakes Elementary School:** Students are permitted to ride their bicycles to school; however, for safety purposes, students must walk their bicycles onto school grounds.

**Boone Grove Elementary School:** For safety purposes, students are not permitted to ride their bicycles to school.

### **Bus Information:**

If a student needs to ride a different bus home, a note from the parent/guardian is required by the school office **in advance**.

### **Walkers:**

Students classified as "walkers" are to bring a note signed by a parent or guardian to be kept on file at the school. Students must use established crosswalks and paths.

Students who need to walk home occasionally must bring a note signed by a parent or guardian on a per-occasion basis and given to the teacher and office.

### **Mid-Day Dismissal:**

If you know in advance that you will take your child out of school during the day, please send a note to your child's teacher notifying him/her of the date, time and reason for early departure. If someone other than the parent or guardian is to pick up a student, the office must be contacted via telephone or a note in advance by parent or guardian.

In the interest of child safety, if a student is to be picked up at any time other than normal dismissal time, he/she must be signed out in the office by the parent or authorized person.

### **End of Day Dismissal:**

We try to accommodate the needs of parents and students. Special requests need to be communicated in a timely manner to ensure that school personnel have every student where they should be at dismissal. If students need to alter their normal departure procedure, the school office or teacher must be notified via parental note or parental telephone call by **2:00 p.m.** of the first affected day. Otherwise, the students will follow their normal departure plan. Notes should be dated, include student's full name and teacher's name, plus specify how student should go home.

All students who are not riding the bus are to wait in their designated area(s) until directed to dismiss. Parents/guardians are to wait outside the designated area(s).

**Notes:**

**Please be aware that the “regular dismissal” for students is to ride a bus home.** If your child will be a car rider every day, we will need a note at the beginning of the school year stating this change in dismissal. Any change in daily dismissal must be accompanied by a note. The office receives many, many notes each day, and everyone is logged into the computer. This communication is very important. It is necessary to include specific information on your notes.

## **AFTER SCHOOL ACTIVITIES**

**At Teacher/Principal Request:** Occasionally it may be necessary for a student to remain after school for disciplinary reasons. Parent/guardian will be notified of the date and time to pick up his/her child.

**Clubs, Sports, Programs, and Activities:** Students participating in after school sports, Brownies, Scouts, clubs, etc. must bring in a signed parent permission note to their teacher before they can stay. The teacher will submit the note to the main office. Notes are required each time a student stays for an after school event. Notes should be dated, include student’s full name and teacher’s name, plus specify how student should go home.

Children may not remain after school waiting for non-school related activities to begin without a parent or guardian present. Students may not return to the building without a parent/guardian.

## **GENERAL INFORMATION**

**Book Rental and Fees:**

Prior to the start of each school year, all buildings schedule a Registration Day where parents are invited to come to the buildings to pick up all paperwork, schedules, and pay their book rental and fees for the year. The amount of each child’s book rental and fees is based upon the child’s class/course assignment or selection. Each book used in each class has a specific cost and the State of Indiana regulates the cost of the rental fee per year. In addition, some classes have a laboratory fee to cover the additional expenses of these specific courses as well as consumable items such as workbooks that are assessed at the retail cost. Registration information may be sent home for parents to review, revise, and return to school. Parents may pay for book rental and fees by cash, check, or credit card.

**Bookstore:**

Limited supplies are available in the bookstore.

**Visitations:**

We have an open-door policy. Parents are urged to visit the school and to visit the classes that are in session any time with prior notice. Any visitor to the school must immediately sign in at the front office and pick up a “VISITOR” sticker upon entering the building.

The following visitor’s guidelines will allow our teachers to best utilize their time with the children:

1. Sign in at the office upon entering the building and pick up a “VISITOR” sticker.
2. Arrange with the teacher in advance the bringing of treats, toys, and "show and tell" items to assure no unexpected disruptions. Permission to bring in pets must be given by the principal.
3. Parents who are employed by the school but not working at the time, are considered visitors.
4. Parents and the public who hold elected offices are considered visitors.
5. A student desiring to bring a student guest to school must obtain permission from the classroom teacher and principal at least one day prior to the planned visit.

**Food Service Procedures:**

The mission of the Food Service Department of Porter Township Schools is to prepare and serve nutritious and appealing meals that meet the dietary guidelines of the Federal Government. These meals will be served to students, staff and community in a positive and cheerful manner, maintaining financial soundness and contributing to the quality and excellence of a student’s educational experience.

A closed campus is observed for student lunch except for special school sponsored occasions. Hot lunches are served in the school cafeteria. Extra milk and juice may also be available for purchase by students.

If a student brings food to be shared for any reason, the food must be store bought and individually wrapped.

NO CHARGES will be allowed for lunches.

NO CARBONATED BEVERAGES are allowed in the cafeteria at lunchtime, whether you buy lunch or carry lunch from home.

NO FAST FOODS OR SOFT DRINKS from fast food restaurants (EX: NO McDonald's).

Parents of students who are unable to consume a particular food item because of medical or other special dietary needs may request substitution by contacting the building principal.

Parents who have made arrangements to eat lunch with their child must report to the office to sign in and get a "VISITOR" sticker before going to the cafeteria. **Contact the main office to make arrangements for an adult lunch by 9:30 a.m.**

**Lost and Found:**

All articles found in or near the school should be turned in at the school office. All articles of clothing, books, school bags, lunches, etc. should be marked clearly with the child's name and grade level. Articles will be held for 30 days; after which time they will be given to a charitable organization.

**Field Trips:**

Field trips are planned educational activities for the enhancement of curriculum, and all students are expected to participate. Students who return a signed permission slip will be allowed to attend. If a permission slip is not returned, the student will attend school and complete assigned work until his/her class has returned from the field trip. Students are to follow the directions of adults supervising on the trip. Students participating in a field trip will ride the school bus with their classmates unless special arrangements have been made with the principal and teacher. Regular school rules are to be followed. (Students may be excluded as a disciplinary action but school attendance will be required.)

**Homework Policy:**

According to Porter Township School Corporation policy, homework is an out-of-school assignment that contributes to the educational process of the student. It should be an extension of class work and should be related to the objectives of the curriculum presently studied.

Homework should fulfill the following purposes or objectives:

1. Review, reinforce, or extend classroom learning by providing practice and application of knowledge gained.
2. Help students take responsibility and use organizational skills.
3. Promote wise and orderly use of time.
4. Encourage a carry-over of worthwhile school activities into permanent career and leisure interests.
5. Provide opportunities for broad enrichment activities.

While homework provides an opportunity for parents to cooperate with students in the learning process, it should not be so difficult, excessive or complex that parental assistance is required or necessary.

The following is a time guideline for working on homework for an average ability student:

- 30 minutes per night for Grades 1 & 2
- 45 minutes per night for Grades 3 & 4
- 60 minutes per night for Grade 5

Open ended assignments such as science experiments, projects, reports, etc. may be given periodically to enrich the child's classroom learning experience. Since these projects are of an independent nature, the above time schedule may be extended.

**Physical Education:**

For their safety, students must wear gym shoes on the day their class is scheduled for P.E.

A doctor's note must accompany any student who has been unable to participate in P.E. classes for more than one (1) class period. Any student requiring restricted participation in P.E. class must have a doctor's release to resume participation provided to the Principal.

**Recess:**

Normally, outside recess will not be held if the outside temperature or wind-chill is 10 degrees Fahrenheit or below. However, the wind chill factor, playground conditions and other pertinent information will be taken into consideration by school personnel in deciding whether recess will be held inside or outside. Children should come to school prepared for outdoor recess each day.

Students needing to stay in for recess for a period of more than one day must have a doctor's excuse provided to the teacher.

**Student Assistance Personnel:** Each elementary school has a Student Advisor on designated days of the week to assist students with social, educational, or emotional concerns related to their school performance. Students and parents may request to meet with the Student Advisor.

**Pets:** Pets may not be brought to school without the prior permission of the teacher and the principal

**Reporting Student Absence:**

Porter Township Schools is concerned with the safety and whereabouts of your school age child. When children are not in school, we assume they are at home. For the safety of your child, we ask that parents/guardians call the school office by 9:00 a.m. informing us of your child's absence and the reason and length of time he/she will be absent. Students who have been absent from school should not return to an after- school activity. Exception to this rule will be at the discretion of the Principal. If the school was not contacted at the beginning of your child's absence, we ask that a note be sent indicating the reason and date of absence, upon the child's return to school. A parent or guardian signature is required unless you are providing a written doctor's excuse.

If the absence was caused by a contagious disease or the absence was more than **THREE** days, a doctor's note is required when the student returns.

**Missed Assignments:**

Students may make up work missed during absences for full credit. They will have one day for every day missed to complete the work. When parents call to report a student absent, **the request for homework must be made at that time – before 9:00 a.m.** Assignments may be picked up at the end of the day or sent home with a designated student. If the assignments are not completed, this privilege may be revoked. In case of suspension, make-up work will be at the discretion of the teacher. In the case of an expulsion, make-up work will not be allowed.

**REPORT CARDS/ACADEMIC PROGRESS**

**Report Cards:**

*Parents of students in Grades 1-5 will be emailed report cards following the end of each nine-week grading period. There are four nine-week grading periods each school year.*

**Progress Reports (Grades 1-5):**

Porter Township Schools is constantly striving to improve communication between the home and school. For this reason, the district has invested in a student information system that provides a parent portal access to the students' grades anytime the parent feels the need to check. Parents may access the parent portal through the Harmony Student Information System to review their child's grades anytime through the year. It is important for parents to remember that there is roughly a five (5) day delay from the time an assignment is turned in and the grade appears for review. Parents without access to the internet may request a progress report from the teacher and one will be sent home.

**Promotion, Assignment, and Retention:**

Promotion or retention of students is a matter of appropriate placement of students in a class where they may learn most effectively. Students will be placed at the appropriate level of instruction at which they can function with due consideration being given to their educational, social, and emotional needs. Promotion occurs when a student is completing the caliber of work required to demonstrate attainment of the grade level's curriculum. Retention occurs when a student is not achieving the caliber of work that indicates the student should be promoted to the next grade. Early in the second semester, the teachers will contact parents regarding the possibility of retention if a child is producing work that is below grade level. In some cases, an additional year of reinforcing the academic skills can offer a child confidence, maturity, and a sense of well-being that is necessary for the child's educational achievement. Students who have not attained their grade level's curriculum and retention is not a viable option, may be assigned rather than promoted to the next grade level. Final decisions on student promotion, assignment, or retention rest with the building principal.

**Public Law 109** requires the evaluation of reading skills for students who are in third grade beginning in the spring of 2012. This legislation was created to ensure that all students can read proficiently at the end of grade three. In response to Public Law 109, educators from across the state worked with the Indiana Department of Education to develop a test blueprint and to review test questions that have now become the **Indiana Reading Evaluation and Determination (IREAD-3)** Assessment. The intent of Public Law 109 is to ensure every student has the opportunity for future success through literacy. The results will have a positive effect on our entire state as the need for remedial education in middle and high school is reduced and dropout rates and juvenile delinquency are lowered. In addition, Public Law 109 will help Indiana develop the highly skilled workforce needed for a strong economy.

Some third graders who do not pass IREAD-3 can be exempted from the consequences outlined in State Board Rule. Students eligible for a Good Cause exemption include:

1. Students who have previously been retained two times prior to promotion to fourth grade.
2. Students with disabilities whose case conference committee has determined that promotion is appropriate.
3. English Learners (ELs) whose individual Learning Plan (ILP) committee has determined that promotion is appropriate.

## **PORTER TOWNSHIP ELEMENTARY SCHOOL BEHAVIOR CODE**

As educators, it is important that we provide a safe environment that is conducive to learning for your child. We expect respect of self, respect of others, and respect of property. We, as role models, work to instill good behavior in students. We spend time each school year building relationships and providing guidance to students about proper behavior in a cooperative learning environment. We encourage students to follow specific procedures in all areas of the school.

### **PROCEDURES**

#### **Classroom Procedures:**

Each classroom teacher establishes procedures at the beginning of the school year with students. The classroom procedures will be explained to parents at Open House.

#### **Hallway Procedures:**

Students are to walk quietly and in an orderly manner in the hallways when classes are in session. Hats are removed upon entering the building. Students are to follow the directions of their teachers when traveling in the hallway from one area to another.

#### **Cafeteria Procedures:**

The lunch period is a relaxed period of time when students may be social but practice behavior and manners which are not offensive to anyone. The following expectations are emphasized:

1. Students are to use calm, quiet voices and remain seated.
2. Students are to listen and obey the lunchroom supervisors.
3. Students are not allowed to bring soda pop or gum to school as part of their regular noontime lunch.
4. Students are not to trade food or beverages.
5. Parents should not bring soda pop or fast foods to the cafeteria when dining with their child.
6. Students are not to take food, drinks, or containers out of the café after lunch.
7. Students are not to leave the cafeteria during lunch period without permission.

#### **Playground Procedures:**

Everyone is to take care not to endanger themselves or bring harm to others.

1. All playground equipment shall be used for its intended purpose.
2. Student-organized games shall be played in areas separate from others (i.e. soccer in the grass, etc.).
3. Children are not to re-enter the building from recess without permission from the duty person.
4. Food and drinks are not permitted on the playground.
5. Inclement weather poses extra danger so students must be more careful and follow special rules which are:
  - a. No snowballs, slush or ice kicked or thrown.
  - b. No sliding on ice.
  - c. Dress must be appropriate for snow conditions, i.e. snow boots, coat, hat, gloves and snow pants.
6. At the signal, all children on the playground are to line up quickly, quietly, and in an orderly manner.

**Convocation Procedures:**

Students are to treat speakers or performers with courteous attention. Applause is the way to show appreciation or pleasure for the performer and/or performance.

**Student Dress:**

We believe classrooms are centers of learning and that good grooming and appropriate attire have a positive effect on student behavior. A student's apparel or grooming must not interfere with the educational process, create an actual or potential health or safety hazard, or cause damage to school property. Parents will be notified of infractions, if and when the principal deems a student's dress is inappropriate.

Some examples of infractions include but are not limited to: tank tops (unless worn over a T-shirt); make-up; pajamas, short shorts; running shorts; halter tops; "Spandex" clothing; half T-shirts; low rise pants; clothing with suggestive or obscene language on it; clothing which exposes underwear, midriff or which is of a see-through nature; clothing that is ragged or torn or dirty; clothing which advocates or advertises the use of illegal drugs, alcohol or tobacco; heavy chains worn as necklaces, open-sided shirts or shorts that are extremely loose to the point of revealing; no open toed shoes, sandals, or flip-flops. Hats, headgear, coats, and sunglasses are not appropriate for use inside the building. Students are not allowed to walk around the building in their socks, so shoes must be provided when students wear boots to school. Gym shoes with rollers are not permitted.

**DISCIPLINARY ACTION**

We expect all actions to be taken in such a way so that no harm will result to either person or property. If a child physically or verbally abuses others, destroys or defaces school property, or disrupts the educational process of our schools, he/she will be disciplined. This includes cheating and plagiarism on school assignments.

**Academic Dishonesty, Cheating, and Plagiarism:**

Academic dishonesty, cheating and plagiarism is defined as one student copying answers from another student or a student copying information in such a way that the work is not the student's original work. This applies to any type of student work and the use of such aids as cheat sheets, electronic devices, etc. This policy applies equally to the person or student who allows his/her work to be copied. All work should be completed in the student's handwriting.

Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas, and/or writings. This definition includes computer programs, internet articles, drawings, artwork, and all other types of works which are not one's own. (See High School Section for more details on page 54.)

**Consequences:**

- 1<sup>st</sup> Offense:** Redo the paper/project/assignment with a loss of 1 letter grade.
- 2<sup>nd</sup> Offense:** Loss of all credit for the paper/project/assignment.

The primary disciplinarian of the student is the immediate adult in charge of the situation. This action will begin the process of discipline that might include one or more of the following:

- Verbal conferencing with teacher and/or principal
- Reprimands and removal from situation
- Minimal loss of privileges
- Isolation from other students
- Note or phone call to parent
- Conference with parents
- Loss of special privileges such as field trips
- Restitution
- Removal from bus riding privileges
- In-school suspension
- Out-of-school suspension
- Expulsion from school

The building principal or designee will make the final decision regarding in-school and out-of-school suspension and other forms of discipline, including a recommendation for expulsion.

## **BUS DISCIPLINE AND PROCEDURES**

The use of a school bus as transportation to and from school is a privilege. It is, therefore, subject to loss if the misconduct of any rider so warrants. The bus conduct rules are specifically formulated for safety and good personal conduct; therefore, good behavior is expected of all. Any questions concerning transportation should be directed to the bus service at **219-464-3899**.

Students should arrive five (5) minutes before scheduled pick-up time. All boarding stations are subject to change. A 48 minute difference in the beginning and ending of elementary and high school requires both students and drivers to be punctual. Cooperation by all is essential.

The bus driver will wait a reasonable amount of time for a child to enter the bus. Parents are responsible for making sure that their child(ren) are ON TIME and waiting at their designated stop five minutes before the bus is scheduled to arrive. If a child is not riding the bus, the parent should contact the bus barn at **219-464-3899** or wave the bus driver on (to keep on going).

It is very important for parents to make available to the bus company or school emergency contact information. It is the parent's responsibility to provide to the bus company an alternative address to which their child(ren) may be taken in case of emergency. **PARENTS:** If you know that you will not be home when your child(ren) is dropped off, make sure your child(ren) knows what to do when coming home to an empty house. If parents are not at home the bus driver **MUST** have an alternative address because children will not be returned to the school.

Due to bus capacity and safety, students will be permitted to ride alternate routes with prior approval from the building principal or his/her designee. The number of riders will be limited to bus capacity. A permission slip is required when a child is to board or depart the bus at an alternate stop.

The bus driver is responsible for bus discipline. The driver has full authority to handle all problems that arise on a school bus just as a teacher has in the classroom. Bus drivers may suspend a student's bus service for one day for infractions of any rules. The following rules and regulations will be followed:

1. Students are to be COURTEOUS AND COOPERATIVE at all times.
2. Sit in assigned seat immediately upon entering the bus. Remain in the assigned seat until the bus has come to a complete stop at your departure point.
3. Teasing, loud voices, profanity, or indecent conduct will not be tolerated.
4. Students will keep hands, feet, and all objects to themselves. They will not use their body or objects in an objectionable manner, nor will they throw objects out the window.
5. **FOOD, GUM, AND OR BEVERAGES ARE NOT TO BE CONSUMED ON THE BUS.**
6. Use and/or possession of tobacco, alcohol, drugs, firearms, knives, fireworks, and any instrument/object considered to be unsafe are forbidden.
7. Vandalism will not be tolerated. Parents will be responsible for restitution.
8. **NO PETS, LARGE PROJECTS OR GLASS CONTAINERS** are permitted.
9. Any student wishing to use alternate bus routes must have a signed permission slip (by parent or guardian) turned into the school office by 9:00 a.m. on the day of the needed service. The signed note should then be given to bus driver.

### **Consequences:**

**First Offense** - Driver will confer with student as a warning.

**Second Offense** - Anecdotal (misconduct) report will be sent to parent and a copy will be sent to the principal. Parent must sign and return the report to the bus driver within two school days of anecdotal receipt. If not signed and returned within the designated time frame, the child will lose riding privileges until it is returned.

**Third Offense** - Riding privileges may be suspended for up to three days.

Depending upon severity or recurrence of infraction, riding privileges can be eliminated up to the remainder of the semester at the discretion of the school administrator.

Severe infractions, such as but not limited to fighting, injuring others, or physical damage to the bus or personal property, may warrant immediate suspension from riding the bus, thus bypassing the normal set of consequences.



## **OTHER SPECIAL SERVICES**

The following services are offered to those students who meet eligibility criteria:

### **Multidisciplinary Evaluation:**

A multidisciplinary educational evaluation which may include psychological and achievement testing for students suspected to have learning problems.

### **Special Education Services:**

Students who are evaluated and meet Federal and State Guidelines for special education may be provided services.

### **Financial Assistance:**

- Free Lunch
- Reduced Lunch
- Textbook Rental Assistance

### **Other School Services:**

Title I Remediation	Home-School Advisory
High Ability (HAS) Program	Section 504 Services

There is a procedure in place to address a child's threat upon himself. Parents will be notified, and the proper form will be completed by school personnel for signature by parent.





# **BOONE GROVE MIDDLE SCHOOL SUPPLEMENTAL SECTION**

## **PRINCIPAL**

Robert Lichtenberger

### **BOONE GROVE MIDDLE SCHOOL**

#### **MISSION:**

To ensure the lifelong academic, social, and career development of all students in becoming responsible and valued citizens.

**ACADEMIC INFORMATION:** *Grades: Teachers use the following letter names for student assessment.*

A+	100%	4.0 GPA
A	93% - 99%	4.0 GPA
A-	90% - 92%	3.67 GPA
B+	87% - 89%	3.33 GPA
B	83% - 86%	3.00 GPA
B-	80% - 82%	2.67 GPA
C+	77% - 79%	2.33 GPA
C	73% - 76%	2.00 GPA
C-	70% - 72%	1.67 GPA
D+	67% - 69%	1.33 GPA
D	63% - 66%	1.00 GPA
D-	60% - 62%	0.67 GPA
F	0% - 59%	0.00 GPA

**Grading Formula:** Each teacher will determine his/her students' grades for each progress report, quarter and semester. Each nine-week quarter is 50% of the semester mark.

For students taking Algebra I Honors, the teacher will use the following formula for deciding the semester grades: each nine-week grade counts 3/7 of the semester grade. The semester exam will count as 1/7 of the semester grade.

#### **High Ability Class Grade Expectations:**

A student in High Ability (HA) Classes must maintain a grade of B- or better on all REPORT CARDS to remain in HA classes. Failure to do so will result in removal from the HA class in which the unsatisfactory grade was earned and will require a schedule change. Once a student is removed from a HA class, they cannot return to that HA subject until the following year at the recommendation of the teacher.

**Changing Classes:** Students cannot withdraw from a class, or make class changes without signed approval of the principal in consultation with staff. Withdrawals and changes in classes are rare and only for legitimate reasons.

**Honor Roll:** A "4.0" High Honor Roll List and a "3.0 or Higher" Honor Roll is identified at the end of each quarter. To be on the "4.0" High Honor Roll, a student must have "4.0" in all subjects taken. For either honor roll determination, grades of C or higher in Algebra I Honors (a high school level class) count as 1/3 grade higher than the reported grade for that class (example: grade B- would go up to a B). The "3.0 or Higher" honor roll is for students who have a grade point average higher than 3.0

**Academic Integrity:** Honest assessment of student progress demands honest work by each learner. Academic dishonesty (cheating) occurs when students get or help others in doing work which is not their own. Students should not use dishonest methods to fulfill academic responsibilities. If a teacher finds that a student has been dishonest (cheated) the teacher will assign a zero or failing grade for the academic work involved. The teacher will document this misbehavior in the student's discipline record. All instances of cheating by the student may be subject to disciplinary action.

**Consequences:** Zero on assignment and discipline up to detention

Examples of academic dishonesty are, but not limited to:

1. Communicating with another student during a test.
2. Copying from another student's test or quiz.
3. Putting your name on another student's work
4. Using unauthorized notes or materials during a test or quiz.
5. Getting information about a test or quiz without the consent of the teacher.
6. Turning in a paper or project which, in part or whole, is not the student's own work.

7. Copying another person's assignment or allowing someone to copy one's assignment unless allowed by the teacher.
8. Copying or using data created by another student.
9. Preparing notes used for cheating on a test or quiz.
10. Getting too much help from a parent or others to limit unduly the ability of the student to learn.

**Retention:** The academic team will closely watch progress of students. If a student fails multiple academic subjects, the possibility of retention will be considered and parents will be notified. A committee consisting of the academic team, the counselor, the administration, and parents will meet during the second semester to discuss possible retention. The final decision for retention rests with the building principal.

### **ATHLETICS/EXTRA-CURRICULAR ACTIVITIES**

#### **Yearlong (all grade levels)**

Art Club  
 Student Council / Builders Club  
 National Junior Honor Society

#### **Fall**

Baseball (7<sup>th</sup> & 8<sup>th</sup> Boys) (6<sup>th</sup> grade, if needed)  
 Cross-Country (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Coed)  
 Football (7<sup>th</sup> & 8<sup>th</sup> Boys)  
 Spell Bowl  
 Volleyball (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Girls)  
 Cheerleading (Girls)

#### **Winter**

Basketball (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Boys and Girls Teams)  
 Wrestling (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Coed)  
 Cheerleading (Girls)  
 Boys Volleyball Club (7<sup>th</sup> & 8<sup>th</sup> Grade) (6<sup>th</sup> Grade, if needed)  
 Dance (Girls)

#### **Spring**

Academic Teams (Coed)  
 Track (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Boys and Girls Teams)

#### **Attendance Affecting Athletic and Extracurricular Participation:**

Students may not take part in athletic or extracurricular activities on a school day in which a suspension or detention is assigned or the following non-school day.

To take part in a practice or event, the student must attend four (4) or more class periods that day. If the practice or event falls on a non-school day, the student must have attended at least four (4) class periods the previous school day.

**Eligibility:** To take part in extracurricular/ athletic activities the student:

1. Must be a student in good standing at Boone Grove Middle School.
2. Must have a completed physical form along with concussion form on file in the office that is good for one calendar year. These forms are due prior to the 1<sup>st</sup> practice.
3. Athletes must have completed ten separate days of organized practice in this sport under the direct supervision of the middle school coaching staff preceding date of participation in the interschool contest.
4. To be eligible for middle school athletics, the student must not reach his or her fifteenth (15th) birthday before August 15th of the school year of participation.
5. Two or more failing grades at mid-terms or in a grading period will make a participant ineligible for middle school athletics/ extracurricular programs. One (1) failing grade in a grading period will need a minimum of 1-hour of successful tutoring each week for the grading period in the specific course the participant is failing. Tutoring must be done with a teacher or a visiting student educator. Grades when issued will impact eligibility until the next progress or grading report.
6. Eligibility in sixth grade is determined by the first progress report grades earned. Final quarter grades of the previous school year will decide the eligibility for 7<sup>th</sup> and 8<sup>th</sup> grade Fall Programs.

**Note: Students transferring in from another school must have been eligible in the school from which they transferred.**

7. Must not have transferred from one school to another for athletic purposes because of undue influence or persuasion by any person or group.
8. Must not have received, in recognition of athletic ability, any award not approved by the administration or the IHSAA.
9. Must not accept commercial awards which advertise any business firm or individuals.
10. Must not reflect discredit on the school or create a disruptive influence on the discipline, good order, moral or educational environment in the school.
11. After absence of five or more days because of illness or injury, must present to administration written confirmation of ability to take part in athletics from a doctor licensed to practice medicine.
12. Girls may not take part in a program for boys when there is a program for girls in that sport in which they can qualify as a girls' entrant.
13. Must turn in form consenting to Drug Testing Program. (Please refer to pages 37-39 for a full description of the drug testing policy.)
14. Must turn in transportation form and money before the first home or away contest.
15. Must turn in a signed uniform/equipment form before being issued either.

THIS IS ONLY A SUMMARY OF THE RULES. CONTACT YOUR SCHOOL PRINCIPAL, COACH OR ATHLETIC DIRECTOR FOR FURTHER INFORMATION AND BEFORE TAKING PART IN ATHLETIC PROGRAMS OUTSIDE OF SCHOOL.

## **ARRIVAL AND DISMISSAL**

Students may arrive before 7:05 a.m. only when given permission by school personnel. **Students may proceed to their classrooms after the bell rings at 7:05 a.m.**

**School begins: 7:15 a.m.**

**Two (2) Hour Delay: School Begins: 9:15 a.m.**

**School dismissal: 2:15 p.m.**

NOTE: All schools will begin 30 minutes late on Wednesdays. If a two (2) hour delay is called on a Wednesday, school will begin two (2) hours from the normal start time (see schedule listed above). These times are subject to change.

## **ATTENDANCE**

Boone Grove Middle School stresses the value of regular attendance in helping students benefit from the school's education programs. Law places responsibility on each student to attend school daily and on each parent to send their child to school daily.

**Attendance Philosophy:** Attendance is essential to higher levels of achievement by students. Boone Grove Middle School expects each student to be present in every period each school day. Parents and students have a shared responsibility for good attendance and should schedule medical and dental appointments, personal business, and vacations outside school hours and when school is not in session.

**Calling in Absences:** Parents should call the school before 8:00 a.m. the day of a student's absence. Office hours are from 6:45 a.m. to 3:30 p.m. every regular school day.

**Absences:** Defined as missing more than the first five (5) minutes of a class period, any portion of the period thereafter, a full period, or more.

- For the purposes of credits and grades, absences are tabulated per period.
- *Absences will be limited to a combined total of excused and unexcused not to exceed ten (10) in a semester.*
- *Students with a combined total of more than ten (10) excused and unexcused absences risk becoming an attendance failure, and/or being expelled from the school.*

### **Online Instructional Day Attendance:**

Online Day work is to be turned in before 1<sup>st</sup> period the next day. If not turned in on time, the student will be counted as absent for that class. Also, it will be counted as late work and will be graded as such. See "Classwork Expectations" for more information.

Should a student not turn in their online day assignments by the following day, that student will lose the opportunity to participate in the next online day. They will be required to come to school on the Elementary School Bus or have their parents bring them in to school by 8:30 on the following online day. They will remain at school for the entire elementary school day and be responsible for completing all work during the school day while being supervised by staff. They will be allowed to ride the elementary bus home. Should they not complete their April online day assignments, they will be issued a Saturday school to complete their work.

**Days of Attendance:** The following absences will not count as an absence provided written verification is presented upon the student's return to school:

- Service on an election board or as a political helper on election days only.
- Court summons, probation or legal appointments (allowing for the appointment and travel time only).
- Legislative page duties.
- Other – may be at Administrator's discretion.

### **Excused Absences (EXC):**

- A. Death or funeral
- B. Emergency illness or injury within the family.
- C. Job shadowing.
- D. Family vacations.
- E. Medical or dental appointments (verification must be with a medical office note).
- F. Parent-excused absences (verified by phone call or parent note).
- G. Sent home by the school nurse.
- H. Administrator's discretion.

Such absences count toward the Attendance limit of ten (10) absences per semester.

**Unexcused Absences (UNX):** Any absence not listed under the Excused Absence category. Such absences count toward the Attendance limit of ten (10) absences per semester. Work assigned during unexcused absences may, or may not, receive credit.

**Field Trips (FTR):** Field trips are designed to enhance classroom instruction and are not considered an absence.

- A charge may be required.
- Prior to the trip, students are required to submit to the sponsor/teacher, a parent signed permission slip regardless of the student's age.
- The school's or function's dress code must be followed. Students who do not comply will remain at school.
- All work due on the day of a field trip must be turned in prior to the student's departure (teacher's discretion may allow a variance).
- Students should make arrangements with the individual teacher for work missed.

**Pre-Arranged Absence Forms:** A pre-arranged absence form is required for specific absences, i.e., family vacations. Forms must be signed by all teachers and turned into the Middle School office prior to the absence.

### **Tardy to School**

A student is tardy to school if they are not in their Academic Advisory classroom when the tardy bell rings at 7:15 A.M.

**Consequences: (Issued by the office)**

- 1<sup>st</sup> & 2<sup>nd</sup> Offense: Warning
- 3<sup>rd</sup> + Offense: After-School Detention

### **Tardy to Individual Classes**

A student is tardy to a class if they are not in the classroom when the tardy bell rings for that hour and miss less than 5 minutes of class. A student who has a pass from a member of the educational staff will have his/her tardiness excused.

**Consequences: (Issued by classroom teacher)**

- 1<sup>st</sup> & 2<sup>nd</sup> Offense: Warning
- 3<sup>rd</sup> & 4<sup>th</sup> Offense: Noon Detention
  - On the 4<sup>th</sup> offense in a class, parents will be notified via email that the next offense will result in after-school detention
- 5<sup>th</sup> & 6<sup>th</sup> Offense: After-School Detention
  - On the 6<sup>th</sup> offense in a class, parents will be notified via email that the next offense will result in ½ day of ISD
- 7<sup>th</sup> + Offense: ½ Day ISD

**Textbook Rental Rebates:** If a student's schedule changes before the first day of school, adjustments are made to the textbook rental fee. There will be no rebates for schedule changes, for any reason, other than withdrawal from school to another school.

### **CHANNEL ONE BROADCASTS**

Channel One is a daily broadcast before school announcements. Channel One provides students and staff with news, special features, national and international events.

### **CLASSROOM RULES**

Students must follow the classroom rules set by their teachers. Classroom rules are usually collaboratively developed with students and approved by the principal to ensure that they are consistent with needs and objectives of the school. Classroom rules are discussed with students at the start of each semester and posted in each classroom.

### **CLASSWORK EXPECTATIONS**

Schoolwork/classwork is NOT optional. A student is expected to finish and turn in work on time. Should they not do so, the teacher or administration may assign consequences until work is completed. Consequences may include: Lunch Detention, After School Detention, In-School detention, Saturday Detention.

### **CONVOCATIONS / AWARD ASSEMBLIES**

School convocations and assemblies will be scheduled periodically throughout the school year. These assemblies recognize student participation in: athletics, academics, performing arts, and service; watch patriotic recognitions, and promote topics of interest and relevance as requested by the BGMS faculty. For specific information on student expectations and behavior see Rules and Expectations for students in assemblies. Parents are always welcome to attend any school assembly.

### **DANCES**

Only Boone Grove Middle School students may attend BGMS dances. Students must meet all extracurricular participation and eligibility requirements to attend. Students may not loiter and must enter the school dance immediately. Students must remain for the entire dance unless a parent comes to the dance to pick them up. Parents should be prompt in picking up their student after the dance. Once a student leaves a dance they may not return.

## **DISCIPLINARY OPTIONS**

It is the general policy of the school corporation to use progressive discipline to the extent reasonable and fitting based on the specific facts and circumstances of the student's misbehavior. The specific form of discipline chosen in a particular case is solely within the discretion of the administration. More severe disciplinary sanctions, including exclusion or expulsion, will be imposed for any violation if warranted by the student's misconduct, as determined by the administration. Disciplinary action may include, but is not limited to, one or more of the following:

- Student conference with teacher, administration, counselor or other school corporation personnel, and verbal warning;
- Parent contact;
- Parent conference;
- Removal from class;
- In-school detention;
- Suspension from extracurricular activities;
- Detention or restriction of privileges;
- Loss of school privileges;
- Community service;
- In-school monitoring or changed class schedule;
- Adjusted school programs;
- Referral to in-school support services;
- Referral to community or outside agency services;
- Financial restitution;
- Assignment to alternative program;
- Referral to police, other law enforcement agencies, or other suitable authorities;
- Referral to court for juvenile delinquency adjudication;
- Out-of-school suspension;
- Preparation of an admission or readmission plan;
- Expulsion;
- Exclusion;
- Other disciplinary action as considered fitting by the administration or school corporation.

## **CELL PHONES**

There is no reason for a cell phone to be out in classrooms. Any phone seen or heard in class will be confiscated and given to the office.

1<sup>st</sup> offense: Discipline Record in Harmony, Given back to the **student** at the end of the day

2<sup>nd</sup> Offense: Discipline Record in Harmony, Noon Detention, will be given to a **parent** when they come to pick it up

3<sup>rd</sup> Offense: Discipline Record in Harmony, After School Detention, will be given to **parent** when they come to pick it up.

4<sup>th</sup> Offense: Discipline Record in Harmony, ½ day of In-School Detention, will be given to **parent** when they come to pick it up.

## **DRESS CODE**

The School recognizes that supervision of student dress is a parental obligation. Students are expected to dress appropriately for their age and the school environment.

The following are prohibited:

1. Any apparel which poses a safety hazard and/or risk is prohibited such as, but not limited to, pants with holes of any kind.
2. apparel or items which ...
  - could cause injury or damage to school furniture, property, or be used to cause harm to another person (e.g. chains, key chains, dog collars or chokers, ball bearings or safety-pins in any form)
  - are revealing, low-cut, see-through, excessively tight– front back, midriff, and sides must be covered at all times. Shorts and skirts must be at least fingertip length.
  - contain comments or illustrations, logos, pictures which are profane, vulgar, allude to illegal products or activities which are illegal for use by minors or which are offensive.
  - are beachwear, sleep or lounge wear, gym wear outside of gym class, tank tops, tube tops, spaghetti straps.
  - are house slippers.
3. Sunglasses, hats, bandannas in any form, or head coverings.
4. Yoga pants and tights may be worn to school as long as the top they are wearing is fingertip length.
5. Coats, overcoats, and outerwear jackets during school hours. Sweatshirts and/or sweaters, with or without hoods, are allowed.
6. Undergarments should not be visible, even when sitting, standing, bending, or stretching. Consequences (Per Semester)
  - 1<sup>st</sup> & 2<sup>nd</sup> Offense: Office will give verbal warning, where students are asked to change clothing, may contact the



parent for a change of clothes, may be sent home, and/or may be denied access to school until such time as appropriate changes have been made.

- 3<sup>rd</sup> & 4<sup>th</sup> Offense: Consequences listed above will apply and student must also obtain parent signature by the next school day. Failure to do so will result in ISD.
- 5<sup>th</sup> & 6<sup>th</sup> Offense: ½ day ISD
- All additional offenses: One (1) day out-of-school suspension per referral over 6. Administrator discretion may apply. -

### **BOOK BAGS**

Coats, gym bags, and book bags should be kept in student lockers. These items will not be allowed in the classroom. **This includes drawstring bags.** No rolling backpacks are allowed as they do not fit in the lockers.

**Drug/Alcohol, Tobacco Policy:** Students are prohibited from possessing, using, transmitting, providing to any person or being affected by, or consuming during or immediately before attending school or a school function or event:

1. Any substance which is represented to be an illegal substance or look-a-like drug, including but not limited to: Alcohol, marijuana, a drug, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen, whether by prescription or sold over the counter, inhaling glues, thinners, or other like substances, including any substance represented by the provider to be any of the aforementioned substances.
2. Any tobacco product including but not limited to cigarettes, smokeless tobacco, e-cigarettes and vapor products.
3. Anything used or designated to be used primarily for the storage, processing, delivery, or consumption of tobacco, alcohol, a drug, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens. Examples of such items include, but are not limited to, devices and paraphernalia such as lighters, matches, pipes, roach clips, and rolling papers.

#### **Consequences for item 1:**

1<sup>st</sup> Offense Recommendation for expulsion and referral to law enforcement where warranted.

#### **Consequences for item 2:**

1<sup>st</sup> Offense 3-5 days ISS, referral to law enforcement where warranted for possible ticket

2<sup>nd</sup> Offense 3-5 days OSS and possible recommendation for expulsion

#### **Consequences for item 3:**

1<sup>st</sup> Offense 1-3 days ISS

2<sup>nd</sup> Offense 1-3 days OSS and possible recommendation for expulsion

### **DRUG TESTING PROGRAM**

The Board recognizes the learning opportunities for students through involvement in athletics and other extracurricular activities are important. The Board also recognizes and accepts responsibility to take a stand against the use of unauthorized or illegal drugs or substances by students.

The Board requires students in the high school and middle school interscholastic athletic programs or extracurricular programs, and/or who drive to school to sign an enrollment application agreeing the student will take part in a random drug-testing program, conducted and paid for, in part, by the School Corporation, commencing with the school year in which the student begins participation or accepts a parking pass as applicable.

The School Corporation's drug-testing program may include urinalysis testing, saliva screening or breathalyzer to discover possible violations. The School Corporation will also see that:

- A. Testing is given randomly;
- B. Tests will produce consistently reliable results;
- C. As well as standard screening tests, testing may include gas chromatography;
- D. The privacy of students is protected by limits on the disclosure of the test results.
- E. The building administration will be responsible for administering the drug-testing program and imposing sanctions for all students who violate this policy.

Test results will not become a part of the student's permanent record. Test information is not disclosed to law enforcement authorities unless subpoenaed. If the School Corporation is required to release the information, the student and his or her parents will be told twenty-four (24) hours before disclosure.

Any student who tests positive for any drug other than a prescribed medication used as directed by the student's doctor must be excluded from the athletic and extracurricular activity and/ or their driving privilege to school removed.

I.C. 20-26-3 I.C. 20-26-5-4, I.C. 20-30-15-6

*Linke v. Northwestern School Corporation (763 N.E. 2<sup>nd</sup> 972)*

The student drug testing program is an important statement made by the School Corporation on its stance against the use of unauthorized and illegal drugs and substances by students. It is also an important action by the School Corporation to safeguard the health and welfare of all students.

*This program seeks to provide needed help for students who have a verified positive test. The student's health, welfare, and safety will be the reasons for preventing students from participation in extracurricular activities and driving to school.*

All students at the High School and Middle School wishing to take part in an interscholastic athletic program or an extracurricular program sponsored by the School Corporation or who wish to drive to school must file an authorization form stating they will take part in the Drug-Testing Program. The authorization form (Form 5530.01 F1) must be signed by the student and the student's parent and returned to the school to show participant status. Once submitted, the authorization will be valid for the student's entire career at the Middle School or High School, as applicable, unless the student and the student's parents submit to the building principal a written statement indicating the student's withdrawal from participation in the covered activities (Form 5530.01 and see below for period of withdrawal). In the case of driving privileges, in addition to withdrawal statement, the student must surrender the parking pass.

The building administration and superintendent will keep a database that correlates a randomly assigned number to the name of each student taking part in athletics and extracurricular activities, and parking at school who has filed the proper authorization form. Regularly, student numbers are selected randomly from the list of numbers for testing. The number of random tests given each school year is determined by the superintendent and will result in administration of tests equal to no fewer than 10% and not more than 50% of the number of eligible students. Only the building administration and superintendent will know the name of the student associated with each assigned number. Other school or agency personnel, with a legitimate need to know, will have access to the student number without the student name.

The School Corporation may contract with an external agency for collecting or analyzing the collected test samples. Urine samples are collected under supervising collection agency personnel and under such conditions that protect the privacy of the students tested. Saliva samples are collected under the direct observation of proper personnel who, at the same time, will give any confirmatory breathalyzer test by school officials. If a student is unable to produce a sample at the appointed time, he or she will provide a sample later in the same day.

Samples are tested for controlled substances including, but not limited to, amphetamines, barbiturates, opiates, marijuana, cocaine, steroids and alcohol.

After samples are collected the testing agency will take all precautions in safeguarding the samples, the results, and accurately reporting their findings to the applicable building administration. The testing agency will dispose of all negative samples and save positive test results for at least thirty (30) days. The testing agency will report all results by sample number to the applicable building administration. For a positive test result, the testing agency will tell the student and the student's parents being certain to protect the privacy of the student at the same time.

If the test is verified positive, the administration will make a concerted effort to contact and meet with the student and his or her parent at school. The student and parent will have the opportunity to explain reasons the student should not be in violation of the drug-testing policy. The applicable building administration is responsible for deciding the proper period of exclusion from participation when a student tests positive. The student and parent will receive the names of counseling and support agencies the family may want to contact for help. The coach, supervisor, or administrator, as applicable will be told of the student's ineligibility; however, information about a positive test is not shared.

**Self-Reporting:** Any student who self-reports drug use/ abuse which violates applicable school drug/ alcohol policies is considered a first positive test resulting in loss of driving privileges and 30% nonparticipation in athletics and/ or extracurricular activities, as applicable, until documentation of completion of a certified counseling program is given to the building principal. The next offense or positive test will count as a second offense/ positive test.

**Refusals:** A refusal to provide a specimen is a violation of the Drug Testing Policy and will result the same consequences as a second positive test. A decision of the collector of whether the student is unable or is refusing to provide a specimen may be appealed to the collection agency and that decision may be appealed to the building administration. Decisions of the building administration will be final.

**Withdrawal:** Students withdrawing from the random drug testing selection pool will not be eligible to take part in interscholastic athletics and extracurricular activities or to drive to school for 365 calendar days from the date of withdrawal. A consent form signed by a student age 18 or older, or the student and the parent/ guardian, if the student is under 18, is needed before removal from the selection pool.

The following are rules for student participants in extracurricular activities and for students who drive to school.

1. All rules of the Porter Township School Corporation random drug testing policy must be met before the first day of

student participation in any interscholastic athletic program or extracurricular activity or the first day of school for students who have driving privileges for the current school year.

2. Violations of rules as listed in this extracurricular handbook will be investigated immediately on knowledge of the incident as in the athletic and student handbooks.
3. Nothing in this policy should be construed to require the school corporation to provide Due Process and Pupil Discipline State Law (IC 20-33-8 *et seq., as amended*) in removing students from participation in any interscholastic athletic program or extracurricular activity or from driving to school.
4. All students of the Porter Township School Corporation who drive to/ from school or who take part in any interscholastic athletic program or extracurricular activities are required to take part in a random drug testing program as stated in these procedures/ policy.
5. Students who fail to comply with these requirements will not be allowed to take part in interscholastic athletic programs, extracurricular activities nor have driving privileges as provided in these rules.
6. Students withdrawing from the random drug testing selection pool will not be eligible to take part in interscholastic athletic programs, extracurricular activities or drive to school for 365 calendar days from the date of withdrawal. A consent form signed by the student, if over age 18, or the student and his or her parent/ guardian, if the student is under age 18, is needed before removal from the selection pool.
7. Penalties for violation of the Drug Testing Policy as verified by a positive test will result in the following consequences which will increase over the student's school career:
  - a. First Positive Test (First Offense):
    - Nonparticipation for a minimum of 50% of all interscholastic athletic program and extracurricular activities in which he or she takes part in from the date of the offense. If less than 50% remains in the program/ activity, the suspension will be enforced in the next athletic program/ extracurricular activity in which he/she takes part.
    - Loss of driving privileges for one calendar year
    - On documentation of successfully completing a certified counseling program the offense will be lessened to 30% of ineligibility.
    - On documentation of successfully completing a certified counseling program the student will have driving privileges reinstated.
  - b. Second Positive Test (Second Offense):
    - Nonparticipation for a minimum of one calendar year in all interscholastic athletic program and extracurricular activities and driving to school
    - On documentation of successfully completing a certified counseling program the student will have driving privileges reinstated.
    - On documentation of successfully completing a certified counseling program the offense will be lessened to half a calendar year for athletics and extracurricular activities.
  - c. Third Positive Test (Third Offense):
    - No participation in interscholastic athletic program and extracurricular activities and driving privileges for the rest of the student's middle school and high school career
8. Student consent forms must be filed within two days of receiving the form or before the first day of participation/ driving to school.
9. Extracurricular substance abuse rules and each activity's rules are in addition to school rules set forth in the student and athletic handbooks.
10. Extracurricular are those activities sponsored by the school which is not for credit and occur outside regular classroom education or outside the regular school day on school property or at-school sponsored events.
11. Students who are absent from school the day their number is selected randomly are tested the next testing day.

### **FOOD AND DRINKS IN CLASSROOMS**

Water in a transparent plastic container is allowed in classroom and gym if allowed by the teacher. Water, food and drinks of any type are prohibited in computer labs, media center and other special use rooms. Students with drinks other than water in classrooms (except for the breakfast program) are subject to discipline. No food is allowed in the classroom unless approved by the classroom teacher.

**Consequences:** Detention up to suspension

### **GUIDANCE COUNSELING OF STUDENTS**

Students wishing to see the guidance counselor should come to the office or give a note to the office. The student will be called to the office or the counselor will find the student as soon as possible.

In a crisis the student should report to the office immediately and express a need to see the guidance counselor immediately. Confidentiality between students and the guidance counselor is kept except in the following cases:

1. A student planning to harm himself or herself.
2. A student planning to harm someone else.

3. Physical abuse or neglect
4. Inappropriate sexual behavior by an adult or another person.

Students who either verbally or nonverbally express at-risk behavior or suicide must be reported to the office immediately. Students who know of a student who is expressing thoughts of suicide should report this immediately to the nearest teacher, the counselor, or the principal.

### **IN THE BUILDING AFTER HOURS**

Students may not be in the building after 2:30 p.m. unless they are in the immediate company of a teacher, coach, or sponsor. Students waiting for a ride must wait in the office or front lobby and conduct themselves properly.

### **LOCKER RULES**

PTSC maintains access and ownership of all student lockers. Students may not use locks other than those provided by the school and any unauthorized locks are removed without notice and destroyed.

The student's use of a locker does not lessen the school corporation's ownership or control of the locker. The school maintains the right to inspect any locker and its contents to ensure the locker is used properly. Lockers are searched periodically to remove fire hazards and other hazards, uphold sanitary conditions, to find lost or stolen materials, and to prevent the use of the locker to store banned or dangerous materials such as weapons, illegal drugs, or alcohol. Students have no reasonable expectation of privacy in lockers or their contents. Lockers are subject to search.

Lockers should not be kicked, hit or closed by excessive force. Lockers should not be rigged to keep them unlocked. Students should not give others their locker combination. This causes major problems throughout the school year with theft and loss of private property. Students are responsible for all contents in their assigned locker.

### **MEDIA CENTER**

Proper behavior in the Media Center is essential for good studying conditions.

Overdue notices are sent home often. Students with items four weeks overdue cannot check out new materials until the overdue items are returned. Items overdue eight weeks are considered lost and parents are billed the replacement cost. If replaced materials are returned a rebate minus the overdue fine is given. Overdue fines are 5 cents each day materials are overdue.

All lost or overdue material must be returned or replaced before the end of the school year. Students who damage materials belonging to the media center will need to pay a replacement fee.

### **ADVANCED ACCREDITATION / SCHOOL IMPROVEMENT**

In agreement with AdvancED and PL 221, our schools have an active school improvement process. Typically, each school improvement cycle lasts for about five years. Every staff member is an active member on the school improvement committee; some students and parents are asked to join the school improvement committee as well. The purpose of school improvement is to improve student achievement and the overall school environment.

### **POSTERS / LOCKER DECORATIONS**

The principal must approve all posters or signs before posting in the school building or on school property. Any approved poster must be attached with proper tape only. Individuals who receive approval to put up posters are also responsible for removing them.

### **RULES FOR SCHOOL AREAS**

- A. Rules for students in assemblies. During an assembly, students will:
  1. Sit in their assigned section.
  2. Treat other students, staff, and the presenter with respect and proper behavior.
  3. Have no food or drink.
  4. Stay in their seats during the assembly and leave only when formally dismissed.
  5. Enter and exit without crossing the gym floor.
  6. If the student has a pass and arrives late, they will show it to a staff person nearest the entrance and stand near the staff person in the back.
- B. Rules for students outdoors on school grounds
  1. Students may not leave the school grounds during the school day without a parent or guardian signing them out of school or without permission from the administration.
  2. Students must go home as expected by their parents and the school unless other arrangements are made in writing.
  3. When students arrive and exit school they should not loiter.

4. No student will have, consume or show evidence of any banned substances including tobacco while on the school grounds.
  5. Students will not be on the school grounds after 2:30 p.m. unless they are working under the direct supervision of a teacher, coach or staff member.
  6. No throwing snowballs or other objects.
  7. No pushing, fighting, aggressive or disruptive behavior.
  8. All students are only to exit and enter the building through the gym doors on the east end or the front of the building.
- C. Rules for students in restrooms
1. Whenever possible, students should **not** use restrooms during 3-minute passing periods because of limited passing time. Students must first check in with their teacher and receive permission before using the restroom to avoid absence or tardy.
  2. Students must have their assignment book signed or have a pass before going to the restroom. Teachers will not assign a tardy for students who have permission using this procedure. However, teachers should check the student's planner to ensure students are not abusing bathroom passes.
  3. Students should clean up after themselves, dispose of all waste and flush toilets after use.
  4. Bathrooms must stay clean and neat.
  5. Students must respect each other's modesty and treat others with respect.
  6. Students should avoid congregating or loitering in restrooms.
  7. Food and drinks must stay outside the restroom.
  8. Inappropriate behavior in restrooms must be reported to an adult immediately.
- D. Rules for students in the cafeteria
1. Treat everyone with respect.
  2. **Students should use restrooms on their way to lunch or after lunch.**
  3. At the beginning of the lunch period all students must either go to the restroom nearest the cafeteria or go directly to the cafeteria.
  4. Students should remain orderly and respectful while in the lunch line and cafeteria.
  5. Students should ask for and gain permission before leaving the cafeteria.
  6. Students should dispose of all trash on and around their table.
  7. Students should wipe down their table when they have all finished eating.
  8. **When dismissed from the cafeteria students must go directly to the gym or the media center.**
- E. Rules for students in gym or media center after eating lunch:
1. Students should remain in the gym or media center until dismissed to return to class.
  2. Students should follow all media center rules while in the media center after lunch.
  3. Students who are not playing in the gym should sit on the bleachers or go to the media center.
  4. Students playing in the gym should do so carefully because of the large number of students in the gym.
  5. **No half court shots allowed.**
  6. Students should take turns and share equipment responsibly while in the gym.
  7. Students must follow all supervisor instructions.
  8. **Students should stop immediately when dismissed and help staff in putting away balls and equipment.**
  9. **Do not kick the ball in the gym.**
  10. Students must get permission from the supervisor to leave the gym or media center before dismissal.
  11. Students must go to class at once when dismissed.
- F. Rules for students in hallways
1. Students should walk carefully and safely through the hallways (stay to the right when possible).
  2. Students should keep noise to a minimum in hallways especially during classes.
  3. Students should not stand in high traffic areas.
  4. Students should report to staff any suspicious, dangerous, bullying or disruptive behavior.
  5. Students should report to staff any adults or strangers in hallways without a visitor's badge.
- G. Possible outcomes for misbehavior in school areas:
- Verbal reprimand
  - Redirection
  - Loss of privileges
  - Referral to the office

## **SCHOOL CONTACT AND GENERAL INFORMATION**

### **Corporation Activity Calendar**

PTSC website: [www.ptsc.k12.in.us](http://www.ptsc.k12.in.us)

Boone Grove Middle School website: <http://www.ptsc.k12.in.us/bgms>

Boone Grove Middle School Newsletters are available at <http://www.ptsc.k12.in.us/bgms>.

## **STUDENT BEHAVIOR GUIDELINES**

Student rights, behavior and responsibilities are seen in relationship to the safety, health and welfare of all students in school. Expectations of student behavior should be within the bounds of reasonable behavior expected of all members of the community. Students should have the freedom and encouragement to express their individuality in school as long as their conduct does not intrude on the freedom of others. This applies especially to the freedom of other students to receive instruction. There must be a balance between individual freedom and the orderly operation of the school. All students should recognize the consequences of their language, manners, and actions toward others.

### **Classroom Behavior (Minor Infractions)**

Students should follow classroom rules developed by individual teachers and approved by the principal. When a student violates classroom rules the teacher should correct the misbehavior so the student can remain in class. However, should the student not be able to correct themselves and stay in class, the student will be sent to the office. The teacher should have exhausted interventions to correct the student's continued misbehavior before sending them to the office.

### **Fighting (Inciting, Planning, Engaging in)**

The act of engaging in hostile physical contact with another person while on school property or at any school sponsored activity.

Students may avoid discipline if they choose an alternative such as: a) trying to get away b) refusing to fight c) use of a defensive maneuver to escape d) and not using physical force to retaliate. "I was just kidding," "We were messing around," "It was just horseplay," "We're friends" are not excuses.

**Consequences:** Suspension up to referral to the superintendent for expulsion

Inciting or planning a fight on school property or at a school sponsored activity.

**Consequences:** Suspension up to referral to the superintendent for expulsion

### **Habitual Disregard of School Guidelines/ Authority**

School administration decides when a student reaches "Habitual Disregard for School Guidelines/ Authority" and when a student is referred to the superintendent based on the types and number of infractions.

**Consequences:** Referral to the superintendent for expulsion

### **Leaving Class without Permission**

Students may not leave class before receiving teacher permission.

**Consequences:** see Classroom Behavior and Attendance

### **Loitering/Trespassing**

Being in an unauthorized place on school grounds, lingering in any Porter Township School Corporation building or property, or being on school property without proper permission during an assigned suspension from school.

**Consequences:** Detention up to suspension and possible referral to police

### **Obscenities (Gestures, Language, Pictures, Sounds)**

**Consequences:** Detention to suspension

### **Passes**

Each student is allowed a limited number of passes each day, week, period or semester as determined by the teacher and the academic team. Students may use their planner for passes. Students who do not have an assignment book may be refused passes or service.

**Consequences:** Loss of pass privileges and detention up to suspension

### **Romantic Relationships**

Displays of affection are inappropriate on school grounds or at school events. The following behaviors are in poor taste and out of place at school or at school events.

Examples include:

1. Holding hands.
2. Kissing, embracing, or petting.
3. Walking arm in arm, or having the arm of one partner around the other.
4. Reclining together.
5. Sitting, with one partner's head in the lap of the other.
6. Sitting together in such a way that one person is wrapped around the other.

**Slander/ Libel**

Deliberate false verbal or written statements that harm to another person's reputation.

**Consequences:** Detention up to suspension

**Slurs**

Statements that deliberately harm another person and related to a person's disability, ethnic, racial, religious, sexual orientation.

**Consequences:** Suspension up to referral to the superintendent for expulsion

**Taunting/ Teasing/ Spreading Rumors**

Name-calling, mocking, inappropriate comments directed to or about others.

**Consequences:** Detention up to suspension

**Theft**

Taking a property of another without permission. Theft over \$100 may be reported to the police.

**Consequences:** Restitution and suspension up to referral to the superintendent for expulsion

**Vandalism**

Destruction, damage, injury, disfigurement or defacement of school or personal property. Vandalism over \$100 may be reported to local police.

**Consequences:** Restitution and suspension up to referral to the superintendent for expulsion

**STUDENT PLANNER / AGENDA BOOK**

Students will get an agenda book at the beginning of each school year. Like the student ID card, the agenda book should be with the student always. The purpose of this agenda book is to encourage organization and responsibility by recording assignments, important dates and absences, and student passes. Replacement agenda books are available through the office for a cost of \$5.00.





# BOONE GROVE HIGH SCHOOL

On behalf of the faculty, staff, Principal Clay Corman, and Assistant Principal James Rosinia, we would like to welcome you to Boone Grove High School. As professionals, we take great pride in our school and are driven by the Porter Township School Corporation Vision of "Every Student, Every Day, to Their Fullest Potential." Our faculty is dedicated to providing a curriculum for students that provides rigor, relevance, and opportunities to build relationships with all of our students. We are deeply committed to providing a safe environment that is conducive to learning. At Boone Grove, we respect students' individual needs while providing accommodations to help them be successful in their journey through high school. Students will be given the structure and opportunity to reach their fullest potential while being held accountable for their actions and decisions. With commitment to student success as our foremost thought, it is vital that both parents and students play an active role in the educational experience. No one person can succeed in this endeavor individually; by working together, we will provide each student with the greatest opportunity for success. If there is ever a time when we may help you, please do not hesitate to contact us for a meeting. Our doors are always open. We hope that your time at Boone Grove High School will be both challenging and rewarding. Have a great year.

CLAY CORMAN  
PRINCIPAL

JAMES ROSINIA  
ASSISTANT PRINCIPAL

**PURPOSE OF THE STUDENT HANDBOOK:** The purpose of the Boone Grove High School Student Handbook is to state and define the expectations, guidelines, rules, and consequences of student behavior and to provide other important information in order to achieve an appropriate, safe, and orderly education of our students.

**STATEMENT:** Certain consequences outlined in this handbook may be modified at the discretion of the administration depending upon the totality of the circumstances. No granting of a variance will constitute or establish a precedent in any future situation.

## BOONE GROVE HIGH SCHOOL BELL SCHEDULE

### MONDAY, TUESDAY, THURSDAY FRIDAY SCHEDULE

1	7:30-8:24
2	8:29-9:22
3	9:27-10:20
4	10:25-11:15
5	11:20- 11:45 (A Lunch)
5	11:50-12:15 (B Lunch)
5	12:20-12:45 (C Lunch)
6	12:50-1:40
7	1:45-2:35

### WEDNESDAY SCHEDULE

1	8:00-8:46
2	8:51-9:37
3	9:42-10:30
4	10:30-11:16
5	11:21-11:46 (A Lunch)
5	11:51-12:26 (B Lunch)
5	12:31-12:56 (C Lunch)
6	1:01-1:46
7	1:51-2:35

### TWO (2) HOUR DELAY

1	9:30-10:02
2	10:07-10:39
3	10:44- 11:16
5	11:21-11:46 (A Lunch)
5	11:51-12:16 (B Lunch)
5	12:21-12:46 (C Lunch)
4	12:51-1:23
6	1:28-2:00
7	2:05-2:35
No SRT Time	

**NOTE:** All schools will begin 30 minutes late on Wednesdays. If a two (2) hour delay is called on a Wednesday, school will begin two (2) hours from the normal start time (see schedule listed above). These times are subject to change.

**School Resource Officer:** Lieutenant Jeremy Chavez is assigned to Boone Grove High School as the school resource officer. Officer Chavez is available at the school several times a week and can be reached by email at [officerchavez@yahoo.com](mailto:officerchavez@yahoo.com). Please feel free to contact him with any questions or concerns.

## ACADEMIC INFORMATION

**Academic Lettering:** To encourage academic excellence, Boone Grove High School has established a system of "Academic Lettering" as follows:

1. A student must achieve a minimum cumulative G.P.A. of 3.5 at the end of their 3<sup>rd</sup>, 5<sup>th</sup> or 7<sup>th</sup> semester to be eligible for an initial Academic Letter.
2. A student may qualify for the academic award at the end of the 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> semester.
3. The qualifying student will receive for his/her 1<sup>st</sup> award:
  - White "B" "Lamp of Learning" patch\*
  - Shield with "Academic Excellence" embroidered for first time qualifiers.
4. A student who achieves a 3.5 cumulative GPA at the completion of the 7<sup>th</sup> Semester will be part of the Academic Hall of Fame and will have his/her picture on a plaque that will be placed in an area of prominence. The "Academic Lettering Committee" consisting of representatives from all grade levels and the administration will administer this program. The committee will annually review the program.

\*If the qualifying student already has a varsity athletic letter, the student will only receive the "Lamp of Learning".

**Class Rank:** Class rank is based on the accumulated average of semester grades earned in grade nine (9) through the end of the 7<sup>th</sup> semester. Class rank is based on this average. Any student transferring into Boone Grove High School after the first week of the 5<sup>th</sup> semester will not be eligible for the BGHS Academic Hall of Fame, Valedictorian or Salutatorian.

**Classification of Students:** For purposes of class scheduling and graduation eligibility only, students will be classified by credits earned in accordance with state law and school policy. For all other purposes, including privileges associated with particular grade levels, a student will be classified as a freshman, sophomore, junior, or senior based upon the number of semesters enrolled at the high school level, subject, however, to the principal's discretion.

**Course Retakes affecting the Academic Honors Diploma:** A student who wishes to re-establish eligibility for an Academic Honors Diploma may retake a class in which he/she received a grade lower than C-. Note: This policy is intended only for assisting a student in re-establishing eligibility for an Academic Honors Diploma (AHD) and, therefore, is only permitted when a student receives a grade lower than a C- in a course/class. These retakes must be processed through Guidance. *If a student elects to retake a course in order to re-establish eligibility for an Academic Honors Diploma, then both grades will be recorded on the transcript and both grades will be calculated in the GPA. Since this, results in credit being granted twice, the student will need to earn an additional eligible credit beyond the 47 required for any course that is retaken.*

**Dual Credit or Rule 10:** Information regarding Rule 10 (college level course work for both high school and college credits) may be obtained from your guidance counselor. Information about dual credit can be found on the school website under the guidance tab.

**Final Exams (Semester):** A semester final exam shall be given in every credited class.

**Early Final Exams:** Students should meet with the principal and follow the necessary procedures. It is advisable that the request be submitted thirty (30) days prior to the final exam schedule.

**Missed Final Exams (Semester):** Per administrative discretion, final exams will only be made up after the assigned day under, including but not limited to, the following circumstances:

- Illness verified by doctor's note
- Verified attendance at a funeral
- Legal mandate

**Senior Exemption:** This applies to second semester only. Seniors with a B+ average will be exempted from taking the second semester final exam in that class. The grade average will be computed using the nine (9) week grade and the grade earned up to the date determined by the administration.

**Grading System:**

A Excellent	F Failing
B Above average	WF Withdraw
Failure C Average/Satisfactory	INC Incomplete
D Below Average	

**Grade Calculations:**

Below are the exact percentages for figuring grades (there is no rounding).

100	A+	76.68-79.99	C+
93.34-99.99	A	73.34-76.67	C
90.00-93.33	A-	70.00-73.33	C-
86.68-89.99	B+	66.68-69.99	D+
83.34-86.67	B	63.34-66.67	D
80.00-83.33	B-	60.00-63.33	D-
		59.99-BELOW	F

Semester grades will be figured by multiplying each nine (9) weeks percentage by .43. The percentage earned on the semester final will be multiplied by .14. The combined total percentages of the nine weeks and semester final grades will be used to calculate the semester grade. For Example: 80% (first nine weeks) x .43, 75% (second nine weeks) x .43, and 80% (semester final) x .14 would equal a 77.85, which is a C+.

**Regular Courses**

All non-honors classes will use the 4.0 scale when calculating GPA.

A+ = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3
A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.7	B- = 2.7	C- = 1.7	D- = .7

**Honors Courses**

Honors courses will be weighted .3 on a four-point scale at the semester. Grades below a C are not weighted.

A+ = 4.3	B+ = 3.6	C+ = 2.6	D+ = 1.3
A = 4.3	B = 3.3	C = 2.3	D = 1.0
A- = 4.0	B- = 3.0	C- = 1.7	D- = .7

**Honor Roll:** The Honor Roll is calculated on a 4.0-point basis at the end of each 9-week grade period. There are three honor rolls as follows:

Principal's Honors = 3.5 – 4.0+ GPA

Honors = 3.0 – 3.49 GPA

**Incomplete Grades (INC):** Any incomplete grade that is issued requires immediate attention on the part of the student. An incomplete not made up within two (2) weeks of the end of the semester will be changed to “F”. In the event the incomplete relates to absences addressed through a 504, Individual Health Plan (IHP), General Education Intervention Plan (GEI), administrative discretion will apply.

**Credits and Requirements:** In addition to our counselor(s) meeting with students, it is the responsibility of the student to know the requirements and seek help from the counselor in determining progress toward graduation.



Effective beginning with students who enter high school in 2012-13 school year (class of 2016).

Course and Credit Requirements	
<b>English/ Language Arts</b>	<b>8 credits</b> Including a balance of literature, composition and speech.
<b>Mathematics</b>	<b>6 credits (in grades 9-12)</b> 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <small>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math or quantitative reasoning course each year in high school.</small>
<b>Science</b>	<b>6 credits</b> 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
<b>Social Studies</b>	<b>6 credits</b> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
<b>Directed Electives</b>	<b>5 credits</b> World Languages Fine Arts Career and Technical Education
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>Electives*</b>	<b>6 credits</b> <small>(College and Career Pathway courses recommended)</small>
<b>40 Total State Credits Required</b>	

Schools may have additional local graduation requirements that apply to all students  
\* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.

**CORE40 with Academic Honors** (minimum 47 credits)

- For the Core 40 with Academic Honors diploma, students must:
- Complete all requirements for Core 40.
  - Earn 2 additional Core 40 math credits.
  - Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
  - Earn 2 Core 40 fine arts credits.
  - Earn a grade of a “C” or better in courses that will count toward the diploma.
  - Have a grade point average of a “B” or better.
  - Complete one of the following:
    - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
    - B. Earn 6 verifiable transcripted college credits in dual credit courses from priority course list
    - C. Earn two of the following:
      1. A minimum of 3 verifiable transcripted college credits from the priority course list,
      2. 2 credits in AP courses and corresponding AP exams,
      3. 2 credits in IB standard level courses and corresponding IB exams.
    - D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
    - E. Earn an ACT composite score of 26 or higher and complete written section
    - F. Earn 4 credits in IB courses and take corresponding IB exams.

**CORE40 with Technical Honors** (minimum 47 credits)

- For the Core 40 with Technical Honors diploma, students must:
- Complete all requirements for Core 40.
  - Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
    1. Pathway designated industry-based certification or credential, or
    2. Pathway dual credits from the lists of priority courses resulting in 6 transcripted college credits
  - Earn a grade of “C” or better in courses that will count toward the diploma.
  - Have a grade point average of a “B” or better.
  - Complete one of the following,
    - A. Any one of the options (A - F) of the Core 40 with Academic Honors
    - B. Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information-Level 5.
    - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
    - D. Earn the following minimum score(s) on Compass; Algebra 66 Writing 70, Reading 80.

**NOTE:** If a student has completed a middle school curriculum that is equivalent to high school algebra and is placed in high school geometry or 2<sup>nd</sup> year algebra, that student must earn six (6) additional high school mathematics credits. If a student has completed a middle school curriculum that is equivalent to a Level 1 high school foreign language and is placed in a Level II high school foreign language, that student must earn only four (4) credits in that language, or two (2) credits in that language and four (4) credits in another foreign language. If a student elects to retake a course in order to re-establish eligibility for an Academic Honors Diploma, then both grades will be recorded on the transcript and both grades will be calculated in the GPA. Since this, results in credit being granted twice, the student will need to earn an additional eligible credit beyond the 47 required for any course that is retaken.

**“All students in grades 6 through 12” means that all students in Indiana's state-accredited schools will participate in financial literacy education via an instructional unit at least once by the end of the eighth grade and at least once by the end of the twelfth grade.” [IC 20-30-5-19] Personal Finance is a class that will be required for every student to take either in their Sophomore, Junior or Senior year.**

**Scheduling**

Students and parents should carefully consider all course requests prior to scheduling. When scheduling for the upcoming school year, student will schedule online through Harmony. The Guidance Department will provide each student with the following items:

- Copy of 4 Year Plan Audit Sheet
- Indiana Core 40 Course and Credit Requirement
- Transcript
- “Harmony Web Course Request –Instructional Video”

Students should have the above listed items readily available when scheduling for an upcoming school year. Students

leaving for summer vacation should consider course request made at the time of scheduling as final.

The high school master schedule is developed according to the course requests made by students. Parents may view their child's schedule on Harmony. Parents will receive an email when schedules are finalized on Harmony.. The Guidance Department will not print student schedules on the first day of school. Each student is responsible for retrieving their schedule from Harmony a week prior to the first day of each semester.

### Schedule Changes

Schedule changes after **August 1** will be administratively granted under the following circumstances:

- Administrative error in scheduling (i.e. original student requests were not entered correctly)
- Need to balance class sizes
- Student is academically misplaced in the course (has not completed pre-requisites, new enrollee misplaced)
- Administrative discretion
- Course Failures

**Student schedules are final on the first day of each semester. Students requesting schedule changes for second semester have until the day before first semester final exams begin to request schedule changes for second semester.** Students may not change their schedule due to instructor preference. (Approval of all schedule change requests is subject to consideration involving maximum and minimum class size.) Students with seven classes may drop one class for a study hall during the first two weeks of the semester. Except under extenuating circumstances and with administrative permission, any student who withdraws from a class after the second week will receive a "WF" (withdrawal failure) as a semester grade for that class. Yearlong and semester classes are also included in this policy.

Students enrolled in dual credit courses in which college credit may be granted must research and consider the application of credit at other universities carefully prior to scheduling. Changes in college entrance status will not be considered in granting schedule change requests.

### Online Courses:

An online course will be accepted for credit only when a schedule conflict or unavailability prevents a student from taking the course. *Credits **must** be approved by their school counselor or administration **prior** to taking the course. The opportunity to take online line or blended courses through Boone Grove High School is a privilege. Any issue with academic performance or behavior may result in the loss of opportunity to participate in such courses. This includes being transferred to a non-blended course during the semester. Students must follow all procedures for signing in and out under school rules and also be in only permitted areas during the blended or flexible time. Blended courses may be altered at any time under teacher or administrator discretion. Under the proper circumstances, students may take online courses when they are not available at Boone Grove High School.*

*The purpose of permitting flexibility is to allow students who are capable of succeeding in high school level courses to do so and to earn high school credit. It is not intended to diminish the amount or quality of work that will be completed in Grades 9th through 12th.*

**ACCUPLACER Diagnostic:** ACCUPLACER Diagnostics are internet-based computer adaptive tests that assess reading and mathematics. The tests are used to identify students' strengths and weaknesses in specific skill areas. The results from ACCUPLACER provide the school with a detailed assessment of students' skills, which will assist in course selection and remediation plans for students [IC 20-32-9]. Performance on either the PSAT or ECA serves as the criteria for student participation in ACCUPLACER. Students are required to take the ACCUPLACER Diagnostic assessment in the subject area(s) in which they have not met the criteria on the PSAT. Sophomores that scored lower than a 42 on the Critical Reading and/or Mathematics sections of the PSAT OR did not pass the Algebra and/or English ECA are required to take the ACCUPLACER Diagnostic. Juniors that scored lower than 46 on the Critical Reading and/or Mathematics sections of the PSAT OR did not pass the Algebra and/or English ECA twice are required to take the ACCUPLACER Diagnostic. Students may be exempt from specific subject areas of the ACCUPLACER Diagnostic based on the following SAT and ACT scores:

<b>Reading Exemption:</b> <input type="checkbox"/> SAT Writing/Reading Score $\geq 460$ <input type="checkbox"/> ACT Reading Score $\geq 18$ <input type="checkbox"/> ACT English Score $\geq 17$
<b>Math Exemption:</b> <input type="checkbox"/> SAT Math Score $\geq 460$ <input type="checkbox"/> ACT Math Score $\geq 18$

**Graduation Exercises:** *By resolution of the Board of School Trustees of Porter Township School Corporation, students must complete all academic credit requirements in order to participate in commencement exercises. Participation in graduation exercises is a privilege and may be denied when warranted by student conduct.*

**State Assessments:** Each student is required to pass the state mandated assessments in order to qualify for a high school diploma. Students will take these exams as required by state guidelines.

**Valedictorian:** The highest cumulative academic average in the class as determined at the end of the 7<sup>th</sup> semester of his/her senior year.

**Salutatorian:** The second highest cumulative academic average in the class at the end of the 7th semester of his/her senior year.

**Mid-term Senior Graduation:** Seniors who have met all requirements of the State of Indiana and of the Board of School Trustees of Porter Township School Corporation may request release at the end of seven semesters. The following criteria shall apply:

- a) The student must request mid-term graduation and present in writing, her/his reason for early release no later than the 6th semester.
  - b) The request must meet the approval of the Principal, Superintendent, and School Board.
  - c) Students may obtain an application in the Guidance Office.
- Exception: The school corporation, under procedures adopted by the school board, may waive the seven (7) semester requirement.

**Junior Graduation (Mitch Daniels Scholarship) [www.in.gov/ssaci/2504.htm](http://www.in.gov/ssaci/2504.htm)**

Juniors who have met all requirements of the State of Indiana and of the Board of School Trustees of Porter Township School Corporation may request release at the end of six semesters. The following criteria shall apply:

- a) The student must request mid-term graduation and present in writing, her/his reason for early release no later than the 4th semester.
- b) The request must meet the approval of the Principal, Superintendent, and School Board.
- c) Students may obtain an application in the Guidance Office.
- d) Exception: The school corporation, under procedures adopted by the school board, may waive the fourth (4) semester requirement.

## **ATTENDANCE**

- Parents must telephone the school by 10:00 a.m. to notify the school of their child's absence from school that day.
- **Requests for homework should be received in the Main Office by 10:00 am.**
- Upon the student's return to school, he/she must get an Admit Slip, and turn in doctor and parent notes to the Main Office
- Any absence labeled unexcused must be excused by parents within 48 hours of the student's return to school.

**Absences:** Defined as missing more than the first five (5) minutes of a class period, any portion of the period thereafter, a full period, or more.

- For the purposes of credits and grades, absences are tabulated per period.
- *Absences will be limited to a combined total of excused and unexcused not to exceed ten (10) in a semester.*
- *Students with a combined total of more than ten (10) excused and unexcused absences risk becoming an attendance failure, losing credit for that semester, and/or being expelled from the school.*
- *Unexcused absences that exceed ten (10) days, may result in contacting the Department of Child Services for concern regarding child neglect.*

**Online Instructional Day Attendance:** Students who do not engage in assigned activities during the online instructional days will be counted absent for those specific class periods. Also, any missed online day assignments will remove a student from final waiver eligibility.

**Attendance Affecting Extra-Curricular and Athletic Events (See Also Student Activities Section)**

- Students are not allowed to participate in extra-curricular activities beyond the school day in which an ISD or OSS is served or the following non-school day.
- To participate in an event or a practice, students must attend four (4) full periods of the school day on the school day of the event or practice, or if the event falls on a non-school day, four (4) full periods the previous school day. Vocational students are exempt from the four (4) full period requirement.
- Students who are absent for 15 days (or individual class period equivalent) in semester may lose the privilege to attend any extra-curricular events such as plays, athletics, dances, etc.
- Exceptions must be pre-arranged with the Athletic Director or Administrator.

**Days of Attendance:** The following absences will not count as an absence provided written verification is presented upon the student's return to school:

- Service on an election board or as a political helper on election days only.
- Court summons, probation or legal appointments (allowing for the appointment and travel time only).
- Legislative page duties.
- Military service or call up and/or functions associated with the military.
- Other – may be at Administrator's discretion.

**Excused Absences (EXC):**

- A. College visitations
- B. Death or funeral
- C. Emergency illness or injury within the family.
- D. Job shadowing.
- E. Family vacations.
- F. Medical or dental appointments (verification must be with a medical office note).
- G. Parent-excused absences (verified by phone call or parent note).
- H. Sent home by the school nurse.
- I. Administrator's discretion.

Such absences count toward the attendance limit of ten (10) absences per semester. Work assigned during excused absences may, or may not, receive credit. All of these absences still count against your waiver total.

**Unexcused Absences (UNX):** Any absence not listed under the Excused Absence category. Such absences count toward the attendance limit of ten (10) absences per semester. Work assigned during unexcused absences may, or may not, receive credit.

**Field Trips (FTR):** Field trips are designed to enhance classroom instruction and are not considered an absence.

- A charge may be required.
- Prior to the trip, students are required to submit to the sponsor/teacher, a parent signed permission slip regardless of the student's age.
- The school's or function's dress code must be followed. Students who do not comply will remain at school and follow their normal schedule.
- All work due on the day of a field trip must be turned in prior to the student's departure (teacher's discretion may allow a variance).
- Students should make arrangements with the individual teacher for work missed.

**Appeal Process (see the attendance officer)**

**Pre-Arranged Absence Forms:** This form is required for the following absences and must be turned in to the High School Office prior to the absence. Such absences are included in the ten (10) absences per semester, and the Attendance Incentive Program, and are considered excused:

**College Visits:** Students in grade 11 and first semester of grade 12 are allowed **two (2)** days per semester for college visits with the following requirements:

- Visits must take place on a Tuesday, Wednesday or Thursday
- Have pre-arranged absence papers filed in the high school office prior to absence.
- Obtain written acknowledgment of the visit on letterhead from the college/institution and turn in to the high school office.
- Exceptions at administrator's discretion.

**Job Shadowing:** *Students may make one visit per semester in grades 9-12 with the following requirements:*

- Have pre-arranged absence papers filed in the high school office prior to absence.
- Obtain written acknowledgment of the visit on letterhead stationery from the company/firm visited and turn in to high school office.
- Exceptions at administrator's discretion.

**Family Vacations (See page 2)**

**Other** (Exceptions at administrator's discretion)

**Attendance Incentive Program:** Students who meet the following criteria will be eligible to waive two semester finals of their choice for that semester. Student eligibility is per semester:

- Students are permitted seventeen (17) total attendance disruptions by period. One full day of absence equates to seven (7) total attendance disruptions. An attendance disruption is any absence or tardy for any class period. A student must not have more than six (6) absences in one period, nor are they allowed more than four (4) total tardies. Any missing online day assignment also eliminates student from waiver eligibility. Two (2) or fewer excused absences for any reason for the semester. Two (2) half (½) days will count as one (1) absence.
- None of the following -- UNX (unexcused), Truant, ISD (In School Detention), ISS, OSS, ABS (teacher entered) absences.
- Pre-Arranged absences including college visits count toward attendance waiver total.
- *Have at least a C- grade for the waived class in that semester*
- Transfer/new students must be in attendance for forty-five (45) days of that semester.

If student decides to take the final exam:

- And the test helps her/his final semester grade, the test is counted.
- If the test doesn't make any difference or lowers the semester grade, the test is not counted.

If the student decides not to take a test, the test is automatically waived and the semester grade is computed from the two (2) 9-week grades.

**Process:** Eligible students will be identified by the office and notified of their opportunity via the iPad.

**Tardy Policy:** A student is tardy if he/she is not in the assigned room when the bell begins ringing to start class and misses less than the first five (5) minutes of class.

- Lateness without a pass will be considered a tardy.
- A student who has a pass from a member of the educational staff will have his/her tardiness excused.
- Each level will result in a progressive iPad lockdown penalty.
- Tardies will be cumulative for all classes. The cumulative record of tardies will be maintained in the office.

**Consequences (Per Semester):**

1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Offense: Student gets verbal warning from teacher.

4<sup>th</sup> Offense: Student gets verbal warning from office.

5<sup>th</sup> Offense: Student gets ½ day ISD

6<sup>th</sup> Offense: Student gets ½ day ISD

7<sup>th</sup> Offense: Student gets one (1) day ISD

8<sup>th</sup> Offense: Student gets Friday Detention

All additional offenses: One (1) day OSS suspension, and/or five (5) days of morning detention 7:00 a.m. - 7:30 a.m. per tardy over

7. Parent or student would be responsible for transportation on detention days as the buses do not arrive until after 7:00 a.m. Administrator discretion may apply.

In addition to the above consequences, student drivers with excessive tardies to first period will be subject to the following consequences:

5<sup>th</sup> tardy to 1<sup>st</sup> period = ten (10) school days driving suspension

6<sup>th</sup> tardy to 1<sup>st</sup> period = twenty (20) school days driving suspension

7<sup>th</sup> tardy to 1<sup>st</sup> period = driving suspended for remainder of semester

**Truancy:** A student is considered truant when he/she is not in her/his scheduled class at any time during the school day beyond five (5) minutes late to class, misses classes, or leaves class without permission. Truancies accumulate for the school year. Any unexcused absence not taken care of within 24 hours automatically becomes a truancy.

1<sup>st</sup> -4<sup>th</sup> Truancy results in two (2) hour ISD with iPad lockdown.

5<sup>th</sup> Truancy, loss of driving privileges for ten (10) days and full day ISD.

6<sup>th</sup> and above twenty (20) days driving suspension and two (2) days ISD with expulsion as a consideration.

Anyone who assists in helping someone become a Truant will receive the same consequence as the truant student.

**Habitual Truancy:** A student will be considered a Habitual Truant upon the student having ten (10) unexcused days per school year.

1. A student, who is at least thirteen (13) years of age but less than eighteen (18) years of age, who is designated as a Habitual Truant, will be reported to the Indiana Bureau of Motor Vehicles.
2. A student who is designated as a Habitual Truant is entitled to a review of his or her attendance record at least once per year upon request of the student or student's parent. If the student's attendance record improves, the student may become eligible for a driver's license/permit.

**Consequences:**

For one (1) class period or more:

1st Offense: Full day of in-school detention.

2<sup>nd</sup> Offense: Two (2) full day in-school detentions and iPad lockdown. Driving privileges may be revoked.

3rd Offense: Recommendation for expulsion.

For less than one (1) class period:

1st Offense: Two (2) hour in-school detention

2nd Offense: Full day in-school detention and iPad lockdown.

3rd Offense: Two (2) full days in-school detention

4th Offense: Out of School Suspension

5th Offense: Three (3) – five (5) out of school suspension

6th Offense: Recommendation for expulsion.

## **DISCIPLINE AND BEHAVIOR**

**Statement:** Certain consequences outlined in this handbook may be modified at the discretion of the administration depending upon the totality of the circumstances. No granting of a variance will constitute or establish a precedent in any future situation.

**iPad Lockdown:** For any infraction, regardless of how minimal, or for lack of academic progress, a student may have their iPad

locked down. This lock down may include, but is not limited to iMessage, App Store, games, Apps, and internet browsing. Administration reserves the right to determine the duration and degree of any locked iPad. In cases or repeated abuse of the technology, students may lose the privilege of use of the iPad.

**Student Interaction Policy:** We expect our students to use actions, language, and dress which is appropriate. Anything that distracts, disrupts, intimidates, threatens, or provokes others does not allow for the safety, order, and discipline necessary for a successful academic experience to which our students are entitled.

Students are expected to know the school rules, comply with those rules, and cooperate with those who are here to support our students. The administration has the responsibility to discipline students and to provide students with the opportunity to learn self-discipline.

Students are under supervision and regulations of the school at the following times and places:

- Any time students are on any school grounds or facility.
- Off the school grounds at any school activity, function or event.
- Traveling to or from school, or a school activity, function, or event, by any means of transportation, and at the bus stop, before and after school.

**Types of Discipline:**

1. **Removal from Class:** Student removed by teacher for one (1) class period and sent to the office with a written electronic referral.
2. **Counseling/Verbal Reprimand:** The student may be counseled/verbally reprimanded by an administrator, teacher, or counselor in an attempt to alter behaviors.
3. **Parent Contact and/or Conference:** A teacher and/ or administrator may contact the parents in an attempt to enlist the help of parents in changing a negative behavior or pattern.
4. **Teacher Detentions:** Teachers and/or school administrators may keep a student after school. At least 24-hour notice should be given to the student and the parent.
5. **Detention or Restriction of Privileges.**
6. **Suspension from Extra Curricular Activities.**
7. **Referral to Community or Outside Agencies.**
8. **Restitution.**
9. **Other disciplinary action as Considered Fitting by Administration and/or School Corporation.**
10. **Referral to Office:** An electronic referral is turned into the office and the student will meet with the principal or assistant principal.
  - A. Referrals are cumulative from all teachers.
  - B. Upon receiving five (5) referrals per semester (not including referrals for tardies) the student will receive an OSS pending parent conference where a discipline contract will be implemented.
  - C. Based on the severity of the referral, an immediate consequence can be given for individual referrals.
11. **Friday Detention Program:** A school administrator may assign a student to a Friday Detention class. These sessions will be held on Fridays after school as scheduled by the school administrator. The student will report to the assigned room by 2:40 p.m. and the session will be over at 4:40 p.m.
  - A. Students must have work to do, a book to read, or something to work on.
  - B. Students may not eat, sleep, talk, or use any electronic devices.
  - C. Failure to comply with the rules set forth in A and B may result in an additional Friday Detention and/or suspension.
  - D. Failure to serve one Friday Detention may result in two Friday Detentions.
  - E. Failure to serve the two Friday Detentions will result in a suspension.
12. **In-School Detention (ISD) Program:** Students remain in the ISD room for the length of time assigned (one period to one day); will receive their work and will receive credit for work completed and returned to the teacher.
  - A. Assigned at the discretion of an administrator
  - B. Students report to the ISD room with all books and materials.
  - C. Students should return their work to teachers for credit.
  - D. Students are not allowed to participate in extra-curricular activities beyond the school day in which the ISD is served or the following non-school day. Although the student will not be allowed to participate in the extra-curricular event, they may be able to attend or travel with the extra-curricular group based on administration discretion.
  - E. School assignments due on the day of an ISD must be turned into the teacher on the morning of the ISD to count for credit.
  - F. The ISD student is academically responsible and should...
    1. obtain from the teacher, homework assigned on the day of the ISD.
    2. schedule with individual teacher a make-up time for any in-class work, quizzes, tests, labs, speeches, etc. that were missed during the ISD.
13. **Out of School Suspension (OSS) Program:** Students are assigned a day or more off school property.
  - A. It is the student's responsibility to request assignments.
  - B. The student is not permitted to be in school, on school property, or to participate in any extra-curricular activities on or off campus during the time of the suspension.
  - C. The administration may suspend a student up to ten school days at a time.
14. **Expulsion:** In accordance with due process procedures and consistent with Indiana student discipline code, the administration may also recommend that a student be expelled from school attendance and school functions for up to one calendar year plus the period of time until the beginning of the next semester depending upon the conduct involved.



- A. If a student is expelled, they receive no credit or grades for the entire semester of the expulsion. It does not matter if they are expelled at the beginning or end of the semester. If a student is expelled for two semesters, a review of the expulsion occurs after the first semester. The Expulsion Examiner can reinstate the student for the second semester on a probationary status. The review must happen by law for expulsions of more than one semester. When a student is recommended for expulsion, they are suspended pending a decision on a recommendation for expulsion. Work will not be provided to students during this suspension.
- B. Right to Appeal: The student or parent(s)/guardian(s) may request an appeal of an expulsion to the school board within ten days of the receipt of notice of the action taken. The student or parent(s)/guardian(s) appeal must be in writing. If an appeal is properly made, the board will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent(s)/guardian(s). The board will take action deemed appropriate.
- C. For students 16 years of age and older, when, or if, the student re-enrolls after an expulsion, the principal may require a student to attend one or more of the following:
  1. alternative educational program
  2. evening classes, and/or
  3. classes established for students who are at least sixteen years of age

**15. Chronic Offenses.** At any point during the year, students with chronic, repeated, cumulative offenses that reach a total of ten (10) infractions may lose eligibility for part or entirety extra-curricular event attendance and participation.

**Reasons for Disciplinary Action:**

The listing in the following pages provides examples but not an exhaustive list of student misconduct and substantial disobedience which may result in disciplinary action up to and including expulsion.

**Academic Dishonesty, Cheating, and Plagiarism:** Defined as one student copying answers from another student, or a student copying information in such a way that the work is not the student's original work. This applies to any type of student work and the use of such aids as cheat sheets, electronic devices, etc. Policy applies equally to the person or student who allows his/her work to be copied.

Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas, and/or writings. This definition includes computer programs, drawings, artwork, and all other types of works which are not one's own. Types of plagiarism include word-for-word, mosaic rearrangement or rewording without documentation and indirect (paraphrasing of a passage without documentation). Material taken from another source without adequate documentation may include, but is not limited to, the followings:

1. failing to cite with quotation marks the written words, or symbols, of another author;
2. failing to notate the author and sources of materials used in a composition;
3. failing to cite research materials in a bibliography;
4. failing to name a person quoted in an oral report;
5. failing to cite an author whose works are paraphrased or summarized;
6. presenting another person's creative work or ideas as one's own in essays, poems, music, audio art, computer program, or other projects;
7. copying or paraphrasing ideas from literary criticism or study aids without documentation.

**Consequences:** See *Types of Discipline*

**Backpacks, Bags, Purses:** For safety and security reasons, backpacks and bags must be kept in the student's locker during the school day. Backpacks and bags brought into the classroom must be returned to the student's locker. Purses are to be kept under the student's desk and must be of reasonable size as determined by administration.

**Consequences:** Teacher directs student to return backpack or bag to locker. This may result in a tardy per the tardy policy. Students refusing to place purses under the desk will be referred to the office. See *Types of Discipline*.

**Bullying (see also Harassment):** see District Handbook section on Bullying (pages 9-10).

**Consequences:** Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of students engaging in bullying conduct. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. See *Types of Discipline*.

**Cafeteria Conduct:** Students are expected to exhibit courtesy and positive attitude in the lunchroom. The following guidelines apply:

- No student will infringe upon the right of others to have a peaceful lunch.
- Students are responsible for their own refuse, clearing their own tables, returning trays, and generally assisting in keeping the cafeteria neat and clean.
- Food and drinks will be allowed in the Boone Grove High School Cafeteria only, unless student has administrative approval.
- Only the Commons area is "open," during lunchtime. All other areas are off limits without supervisory or administrative permission.

**Conduct Constituting an Interference with School Purposes:** Using violence, force, noise, coercion, threat, intimidation, fear, or passive resistance or other conduct constituting an interference with school purposes or urging other students to

engage in such conduct. Conduct includes but is not limited to the following:

- a) Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from.
- b) Failing to report the actions or plans of another person to a staff member where those actions or plans, if carried out, could result in harm to another person or persons or damage to property.
- c) Preventing, or attempting to prevent, school from happening, a school function to happen, or a meeting held at the school to happen.
- d) Making excessive noise or behaving in any manner that disrupts the educational process.
- e) Failing to comply with the directions of staff members or being disruptive in such a way that interferes with a staff member's ability to conduct their assigned duties.
- f) Engaging in any activity forbidden by Federal or State Law that constitutes an interference with school purposes or an educational function. This includes deliberate or repeated violations of Indiana School Attendance Law.
- g) Aiding, assisting or conspiring with another person to violate these student conduct rules or State or Federal law.
- h) Failing to tell the truth about any matter under investigation by school personnel.
- i) Refusing to give identity, or giving false identification, to any Staff Member.
- j) Saying that you have permission from a staff member to be somewhere when you don't.
- k) Possession or use of a firearm or weapon of any kind or a look-a-like of either of these items.

**Deadly Weapon:** No student shall bring a deadly weapon to school or on school property or be in possession of a deadly weapon on school property.

The following devices are considered to be deadly weapon as defined in I.C. 35-41-1-8:

- (1) A loaded or unloaded firearm.
- (2) A destructive device, weapon, device, taser (as defined in IC 35-47-8-3) or electronic stun weapon (as defined in IC 35-47-8-1), equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
- (3) An animal (as defined in IC 35-46-3-3) that is:
  - (A) readily capable of causing serious bodily injury; and
  - (B) used in the commission or attempted commission of a crime.
- (4) A biological disease, virus, or organism that is capable of causing serious bodily injury.
- (5) A knife may be considered a deadly weapon for the purposes of this rule.

**Consequences:** The penalty for violation of the rules regarding deadly weapons is as follows...

- Up to ten (10) days OSS which may be extended pending expulsion determination, and
- Expulsion from school for a period of up to one (1) calendar year.
- The superintendent shall immediately notify the appropriate law enforcement agency when a student has engaged in behavior described in this section.

**Destruction/Vandalism** (see also Computer Technology and Networks under Policy statements): Destruction of any Porter Township School property at any time, or private property on the way to and from school, or during school, will be regarded as a major disciplinary incident. Examples of such conduct include, but are not limited to, the following:

- a) Mutilating, littering, defacing, or destruction of school property at any time.
- b) Setting any fire in or on school property at any time.
- c) Setting off false alarms.
- d) Corruption of school communications, which include stand-alone computers and on-line computers.
- e) Unauthorized use of, or tampering with, school computers or data processing networks.
- f) Unauthorized use or destruction of any property of another.

**Consequences:** See Types of Discipline.

**Disrespect to Staff:** All students are expected to be respectful to all adults in the school, including teachers, administrators, or any staff member (bus drivers, secretaries, custodians, cafeteria personnel, etc.) at all times. Profanity, threatening remarks, intimidation, harassment, battery, posturing, obscene language or gestures, and any other inappropriate writings or actions by students directed toward a staff member may result in disciplinary action up to and including suspension and/or request for expulsion. In addition threats, intimidation, harassment directed toward any school employee will be reported to law enforcement.

**Disruptive Items/Nuisance Items/Headphones/Electronic Devices not issued by the school (See Appendix A for explanation of school issued items):** Nuisance items include any item which is a distraction in the classroom or learning situation. Student **cell phones may be used with permission of the teacher or administrator on campus during school hours (7:30 a.m. – 2:35 p.m.) or they will be confiscated. Students must adhere to teacher requests regarding cell phones or risk having the phones confiscated or lose phone privileges altogether.** We strongly recommend that students do not bring any electronic devices to school. BGHS assumes no responsibility for these items if stolen or damaged while on campus or when confiscated.

**Consequences:** The school does not accept responsibility for any item held as a result of student misuse. Conference up to Confiscation. See Types of Discipline.

**Dress Code:** The School recognizes that supervision of student dress is a parental obligation. Students are expected to dress appropriately for their age and the school environment.

The following are prohibited:

- 1) Any apparel which poses a safety hazard and/or risk is prohibited such as, but not limited to, pants with holes of any kind. If a student sustains any type of injury or accident as a result of disregarding this rule, the school is not liable/responsible
- 2) apparel or items which ...
  - a) could cause injury or damage to school furniture, property, or be used to cause harm to another person (e.g. chains, key chains, dog collars or chokers, ball bearings or safety-pins in any form.
  - b) are revealing, low-cut, see-through, excessively tight- front back, midriff, and sides must be covered at all times. Shorts and skirts must be at least fingertip length.
  - c) contain comments or illustrations, logos, pictures which are profane, vulgar, allude to illegal products or activities which are illegal for use by minors, or which are offensive.
  - d) are beachwear, sleep or lounge wear, gym wear outside of gym class, tank tops, tube tops, spaghetti straps.
  - e) are house slippers or spiked shoes, any type.
- 3) Sunglasses, hats, bandannas in any form, or head coverings.
- 4) Coats, overcoats, and outerwear jackets during school hours. Sweatshirts and/or sweaters, with or without hoods, are allowed.
- 5) Undergarments should not be visible, even when sitting, standing, bending, or stretching.  
**Consequences (Per Semester) Conference up to Changing Apparel. See Types of Discipline.**

**Drug/Alcohol, Tobacco Policy:** Students are prohibited from possessing, using, transmitting, providing to any person or being affected by, or consuming during or immediately before attending school or a school function or event:

- 1) Any substance which is represented to be an illegal substance or look-a-like drug, including but not limited to: Alcohol, marijuana, a drug, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen, whether by prescription or sold over the counter, inhaling glues, thinners, or other like substances, including any substance represented by the provider to be any of the aforementioned substances.
- 2) Any tobacco product including but not limited to cigarettes, smokeless tobacco, e-cigarettes and vapor products.
- 3) Anything used or designated to be used primarily for the storage, processing, delivery, or consumption of tobacco, alcohol, a drug, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens. Examples of such items include, but are not limited to, devices and paraphernalia such as lighters, matches, pipes, roach clips, and rolling papers.

**Consequences for item 1:**

1<sup>st</sup> Offense Recommendation for expulsion and referral to law enforcement where warranted.

**Consequences for item 2:**

1<sup>st</sup> Offense 5-8 days OSS, referral to law enforcement where warranted for possible ticket 2<sup>nd</sup> Offense Recommendation for expulsion

**Consequences for item 3:**

1<sup>st</sup> Offense 1-3 days OSS

2<sup>nd</sup> Offense Recommendation for expulsion

**Drug Testing:**

The Board recognizes the importance of providing learning opportunities for students through involvement in athletics and other extra-curricular activities. The Board also recognizes and accepts its responsibility to take a stand against the use of unauthorized and/or illegal drugs or substances by students at any time.

The Board requires that each student in the high school and middle school participating in one of the School Corporation's interscholastic athletic programs or extra-curricular programs (including attendance at games or dances), or driving to school, sign an enrollment application agreeing that the student will participate in a random drug-testing program, conducted and paid for by the School Corporation, commencing with the school year in which the student begins participation, or accepts a parking pass, as applicable.

The School Corporation's drug-testing program may include urinalysis testing, saliva screening and/or breathalyzer to determine if the Student Code of Conduct has been violated. The School Corporation will also see that:

- Testing is administered randomly;
- Tests will produce consistently reliable results;
- In addition to standard screening test, gas chromatography testing may be used;
- The privacy of students is protected by limitations on the disclosure of the test results.

Parents are able to sign up their children to ensure they will be pulled at a random time during the year for a fee of \$31.00.

The building principal shall be responsible for administering the drug-testing program and imposing sanctions for all students who violate this policy. Test results will not become a part of the student's permanent record. Test information will not be disclosed to law enforcement authorities unless subpoenaed in a legal proceeding. In the event that the School Corporation is required to release the information, the student and his/her parents will be notified twenty-four (24) hours before the response is made.

Any student who tests positive for any drug other than a prescribed medication used as directed by the student's physician shall be removed from the athletic activity, the extra-curricular activity, and/or denied the privilege of driving to school.

I.C. 20-26-3 I.C. 20-26-5-4 I.C. 20-30-15-6 Linke v. Northwestern School Corporation (763 N.E. 2<sup>nd</sup> 972)

The student drug-testing program is an important statement made by the School Corporation with regard to its stance against the use of unauthorized and illegal drugs and substances by students. It is also an important action on the part of the School Corporation to safeguard the health and welfare of all students.

***This program seeks to provide needed help for students who have a verified positive test. The student's health, welfare, and safety will be the reasons for preventing students from participation in extracurricular activities and driving to school.***

All students at the High School and Middle School wishing to participate in an interscholastic athletic program and/or an extra-curricular program sponsored by the School Corporation or to drive to school must submit an authorization form stating they will participate in the Drug-Testing Program. The authorization form (Form 5530.01 F1) must be signed by the student and the student's parent and returned to the school in order to establish participant status. Once submitted, the authorization will be valid for the student's entire career at the Middle School or High School, as applicable, unless the student and the student's parent submit to the building principal a written statement indicating the student's withdrawal from participation in the covered activities (Form 5530.F). In the case of driving privileges, in addition to submission of the withdrawal statement, the student must surrender the parking pass.

At the beginning of every school year, an annual drug testing fee will be charged in conjunction with all other aspects of the policy. This fee will be non-refundable.

The building principal and Superintendent shall maintain a database that correlates a randomly assigned number to the name of each student participating in athletics, extracurricular activities, and parking at school who has submitted the appropriate authorization form on a regular basis, student numbers will be selected randomly from the list of numbers for testing. The number of random tests given each school year shall be determined by the Superintendent and shall result in no less than 10% and not more than 50% of the eligible students being tested. Only the building principal, administrators, and Superintendent will know the name of the student associated with each assigned number. Other school and/or agency personnel, with a legitimate need to know, will have access to the student number without the student name.

The School Corporation may contract with an external agency for the purpose of collecting and/or analyzing the collected test samples. Urine samples shall be collected under the supervision of collection agency personnel and under such conditions that protect the privacy of the students being tested. Saliva samples shall be provided under the direct observation of appropriate personnel who, at the same time, shall administer any confirmatory breathalyzer test as may be determined necessary by school officials. If a student is unable to produce a sample at the appointed time, s/he will be asked to provide a sample later in the same day.

Samples will be tested for controlled substances including, but not limited to, amphetamines, barbiturates, opiates, marijuana, cocaine, steroids and alcohol.

After samples have been collected the testing agency shall take all precautions in safeguarding the samples, the results, and accurately reporting their findings to the applicable building principal. In all cases, the testing agency shall dispose of all negative samples and retain positive test results for at least thirty (30) days. The testing agency shall report all results by sample number to the applicable building principal.

In the case of a positive test result, the testing agency shall notify the student and the student's parents being certain to protect the privacy of the student at the same time.

If the test is verified positive, the Principal will make a concerted effort to contact and meet with the student and his/her parent/guardian at a school corporation facility. The student and/or parent will be given the opportunity to explain reasons why the student should not be judged in violation of the drug-testing policy. The applicable building principal is responsible for determining the appropriate disciplinary action when positive test results are identified. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The coach, organization sponsoring supervisor, or administrator in charge of school parking, as applicable will be informed of the student's ineligibility for participation; however, information about a positive test will not be shared.

**Self-Reporting:** Any student who self-reports for use/abuse in violation of applicable school drug/alcohol policies will be treated as a first positive test resulting in loss of driving privileges and/or 30% non-participation in athletics and/ or extracurricular activities, as applicable, until documentation of completion of a certified counseling program is presented to the building principal. The next offense or positive test will count as a second offense/positive test.

**Refusals:** A refusal to provide a specimen is a violation of the Drug Testing Policy and will result the same consequences as a second positive test. A decision of the collector as to whether the student is unable or is refusing to provide a specimen may be appealed to the collection agency and that decision may be appealed to the building principal. The decision of the building principal shall be final. *[and subject to the student disciplinary code]*

**Withdrawals:** Students withdrawing from the random drug testing selection pool will not be eligible to participate in interscholastic athletics, extracurricular activities or to drive to school for 365 calendar days from the date of withdrawal. A consent form signed by a student, if over age 18, or the student and the parent/guardian, if the student is under 18, will be required prior to removal from the selection pool.

**The following are rules and regulations for student participants in extracurricular activities (including dances and attendance at events) and for students who drive to school:**

1. All rules and regulations of the Porter Township School Corporation random drug testing policy must be met by the end of the first two weeks of school or the first day of school for students who have driving privileges for the current school year.
2. Violations of rules as listed in this extracurricular handbook will be investigated immediately upon school knowledge of the incident as in the athletic and student handbooks.
3. Nothing in this policy shall be construed to require the school corporation to follow the provision of the Due Process and Pupil Discipline State law (IC 20-33-8 *et seq.*, as amended from time to time) in removing students from participation in any interscholastic athletic program or extracurricular activity or from driving to school.
4. All students of the Porter Township School Corporation who drive to/from school or who participate in any interscholastic athletic program or extracurricular activities are required to participate in a random drug testing program as stated in these procedures/policy.
5. Students who fail to comply with the above requirements will not be allowed to participate in interscholastic athletic programs, extracurricular activities nor have driving privileges as provided in these rules/ regulations.
6. Students withdrawing from the random drug testing selection pool will not be eligible to participate in interscholastic athletic programs, extracurricular activities or drive to school for 365 calendar days from the date of withdrawal. A consent form signed by the student, if over age 18, or the student and his/her parent/guardian, if the student is under age 18, will be required prior to removal from the selection pool.
7. Penalties for violation of the Drug Testing Policy as verified by a positive test will result in the following consequences which will accumulate over the student's high school career:
  - a. First Positive Test (First Offense):
    - Nonparticipation for a minimum of 50% of all interscholastic athletic program and/or extra-curricular activities in which he/she participates from the date of the offense. If less than 50% remains in the program/activity, the suspension will be enforced in the next athletic program/ ECA activity.
    - Loss of driving privileges for a period of one calendar year
    - Upon documentation of successfully completing a certified counseling program the offense will be reduced to 30% of ineligibility. This applies only to the first offense.
    - Upon documentation of successfully completing a certified counseling program driving privileges will be reinstated.
  - b. Second Positive Test (Second Offense):
    - Nonparticipation for a minimum of one calendar year in all interscholastic athletic program and/or extracurricular activities and driving to school
    - Upon documentation of successfully completing a certified counseling program driving privileges will be reinstated
    - Upon documentation of successfully completing a certified counseling program the offense will be reduced to half a calendar year.
  - c. Third Positive Test (Third Offense):
    - Restriction from participating in interscholastic athletic program and/or extracurricular activities and/or driving privileges for the remainder of the student's high school career
8. Student consent forms must be turned in within two days of receiving the form or before the first day of participation/driving to school.
9. Extracurricular substance abuse rules and regulations are in addition to each activity's individual rules and regulations pertaining to their specific club or activity and in addition to school rules set forth in the student and athletic handbooks.
10. Extracurricular is defined as those activities sponsored by the school which are not for credit and occur outside of regular classroom education, generally outside the regular school day on school property or at-school sponsored events.
11. Students who are absent from school the day their number is randomly selected to be tested will be tested the next testing day.

**Fighting, Physical Assault, Battery/Endangering the Safety of Others:** Causing, or attempting to cause, physical injury or behaving in such a way as could reasonably cause physical injury to any person. The administration will investigate the incident and all participants could be subject to disciplinary action. Failure of student to comply with staff member's instructions to stop fighting may result in disciplinary action.

Students may avoid a punitive consequence for engaging in a fight if they select an appropriate alternative such as: a) attempting to get away from the person who wishes to fight and refusing to engage in that sort of solution, b) use of a defensive maneuver to escape the situation, c) seeking the help of a staff member to avoid a fight, d) not using physical force in a retaliatory manner.

**Note:** It takes two students to cause a fight. It takes one student to cause physical aggression.

**Note:** This rule applies when a student and/or a group of two or more students cause or attempt to cause physical injury to another person. "I was just kidding," "This was just horseplay," "We were just messin' around," "It's a tradition," "We're friends" are not justifiable excuses.

**Consequences:** See *Types of Discipline*.

**Firearms, Destructive Device:** No student shall possess, handle, or transmit any firearm or a destructive device on school property.

The following devices are considered to be a firearm under this rule:

- Any weapon which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosion.

- The frame or receiver of any weapon described above.
- Any firearm muffler or firearm silencer.
- An antique firearm.

For purposes of this rule, a destructive device is . . .

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

**Consequences:** The penalty for violation of the rules regarding firearms/destructive devices is as follows...

- Expulsion from school at least one (1) calendar year with the return of the student to be at the beginning of the first semester after the end of the one (1) year period.
- The superintendent may, on a case by case basis, reduce the length of the expulsion if the circumstances warrant such reduction.
- The superintendent shall immediately notify the appropriate law enforcement agency when a student has engaged in behavior described in this section.

**Food/Beverage:** Sack lunches may be kept in students' lockers from arrival time to lunchtime, but no food should be kept in lockers overnight. Students transporting food/beverage in the hallway must do so in a responsible manner or their items will be confiscated. Food/Beverages are a classroom issue and will be enforced per teacher discretion.

**Forgery/Impersonation:** Includes but is not limited to falsifying signatures and/or impersonation of phone calls or of parents, staff members, physicians, teachers, or other persons.

**Consequences:** See *Types of Discipline*.

**Gang Activity:** No student on or about school property or at any school function, activity or event shall . . .

1. Wear, possess, use, distribute, display or sell any clothing, jewelry, or other trappings, identified and associated with gang membership or affiliation.
2. Use hand signals, graffiti gestures or other written communications showing membership or affiliation in a gang.
3. Use any speech or commit any act in furtherance of gang interests or activities including but not limited to:
  - soliciting others for membership in any gang
  - threatening or intimidating others
  - inciting others to commit physical violence

**Consequences:** Students who violate the provisions of this policy shall be subject to disciplinary action.

**Hallway Conduct:**

1. Students will behave in an orderly manner and walk and have a pass in their possession.
2. Students will not run, participate in horseplay, use foul or inappropriate language, or participate in public displays of affection, excluding hand holding.

**Harassment and Discrimination:** It is the policy of the Porter Township School Corporation to maintain a learning environment that is free from harassment and discrimination on the basis of sex, religion, race, color, ethnicity, age and/or disability. Such conduct is unacceptable and will not be tolerated.

**Harassment:** Harassment can take many forms, including verbal, visual, as well as physical. People often interpret behavior or comments in very different ways, and although one person may interpret a comment as idle talk or as a joke, another person may be extremely offended and upset. Therefore, it is important to totally avoid such conduct.

**Sexual Harassment:** Sexual Harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when 1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education; 2) submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance, or creating an intimidating, hostile, or offensive learning environment.

Examples of harassment and sexual harassment do not refer to occasional complaints of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, or that debilitates morale. It may include, but is not limited to, the following:

1. Verbal harassment, abuse, or repeated remarks to a person with sexual or demeaning implication.
2. Unwelcome touching.
3. Pressure for sexual activity.
4. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades or academic performance or benefits.

**Complaints:** Any student who feels that she/he has been subjected to such harassing conduct shall report it immediately to any school employee with whom she/he is comfortable. It is the staff member's obligation to help the student report the incident(s) through the proper chain-of-command. Reports of harassment will be investigated.

**Confidentiality:** The right to confidentiality, both of the student and of the accused, will be respected, consistent with the school's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action.

**No Retaliation:** Under no circumstances will retaliation against individuals filing complaints or notifying appropriate personnel of harassment be tolerated. Students engaging in such retaliatory conduct are subject to disciplinary action.

**False Reporting:** Any student who files a charge of harassment knowing the allegations to be false will be subject to disciplinary action.

**Consequences:** Students found to have engaged in conduct constituting harassment may be subject to disciplinary action up to, and including, recommendation for expulsion.

**Horseplay:** Among other conduct, including but not limited to, endangering the safety of others by pushing, shoving, tripping, and/or throwing or propelling any object. "I was just kidding," "This was just horseplay," "We were just messin' around," "It's a tradition," "We're just friends" are not justifiable excuses.

**Lewd, Indecent, or Offensive Behavior:** Any behavior offensive to common propriety or decency, including but not limited to sexual activity, "mooning", indecent exposure, offensive touching, or departing another student may result in an out of school suspension or possible recommendation for expulsion.

**Language, Gestures, Behavior:** Use of abusive and/or vulgar, indecent language; exposure; or gestures is strictly forbidden. The only public display of affection will be limited to holding hands.

**Consequences:** See *Types of Discipline*.

**Legal Settlement:** A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

**Consequences:** Recommendation for expulsion.

**Loitering:** Is being on school grounds when school is not in session or on school grounds without permission or not being part of an authorized group at school or being in the school parking lot, and/or in or around vehicles.

**School Bus Regulations and Conduct (see also "Bus Pass Procedure"):** Transportation to and from school is a privilege, and thus, subject to loss. Misbehavior when a sub-driver is driving will be strictly dealt with.

- Bus Stops: Students should be at their stop five (5) minutes before scheduled pick-up time.
- All boarding stations/stops are subject to change,
- Procedures: All student rules and regulations at Boone Grove High School apply while traveling to and from school by means of transportation, as well as at the bus stop, before or after school, and include the following:
  - a) Be courteous and cooperative at all times.
  - b) Sit in assigned seat, if assigned, immediately upon entering the bus.
  - c) Stay seated at all times while the bus is moving. Keep hands, feet, and objects to yourself.
  - d) Do not use loud, boisterous noise, profanity, or indecent conduct;
  - e) Cell phones may NOT be activated on the bus or they will be confiscated. All other electronic devices are not permitted.
  - f) No food, gum, or beverages are to be consumed.
  - g) Vandalism will not be tolerated!
  - h) No pets, large projects, or glass containers are permitted.
  - i) All students must ride their assigned bus route and get off at their designated stop.
  - j) Do not exit from Emergency Doors in non-emergency situations.
  - k) Failure to identify oneself to the driver when asked may result in the loss of bus privileges.

**Consequences:** Depending upon the severity or recurrence of infractions, riding privileges may be eliminated up to remainder of semester at the discretion of school administrator.

1<sup>st</sup> Offense Driver will confer with student as a warning.

2<sup>nd</sup> Offense The Discipline report will be given to the student and a copy sent to the administration who may determine whether additional consequences are warranted. Parent/guardian notified.

3<sup>rd</sup> Offense Riding privileges may be suspended. Parent/guardian notified.

**Bus Pass Procedure:** All students involved must provide a note from their parent/guardian in order to get a bus pass. These notes must be presented to the high school office before the beginning of the school day. This includes 1) a note from the parent/guardian of the student asking to ride the bus and 2) the parent/guardian of the student whose home the student is going to.

**Search and Seizure:** Lockers and desks are school property in which students have no reasonable expectation of privacy. School authorities may seize any contraband, substance, or article that is unlawful, or any material or object that violates a school rule or poses a hazard. Students are not to bring these items to school or to any school-sponsored function.

1. Authority to Conduct a Search: School authorities may search students, their motor vehicles and personal property when they have reasonable suspicion that a student is in possession of anything prohibited by school rules or by law.
2. Locker/Storage Area Inspections: All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.
3. Personal Searches: A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of unlawful, unauthorized, or contraband items.
4. Motor Vehicle Searches: Motor vehicles that are driven by students and parked on or near school property are subject to being searched when school officials have reasonable suspicion that the vehicle contains illegal, unauthorized, or contraband items.

**Student Passes:** Students will have the pass in their possession at all times. During 4th hour, only academic passes will be issued.

**Student Driving:** *The use of automobiles by students for transportation purposes to and from school premises is a privilege. Students are expected to drive safely. An automobile is not to be driven in any way that is unsafe or causes an interference with school purposes or educational functions, or which is forbidden by State law or school rules. (Also see drug testing section.)*

**Consequences:** Driving privileges may be suspended or revoked. Loss of Eligibility for Indiana Driver's License/Learner's Permit:

**A student under eighteen years of age who . . .**

1. is a Habitual Truant;
2. is under at least his/her second OSS from school during the school year;
3. is under expulsion from school; or
4. has withdrawn from school, for a reason other than financial hardship, will be reported to the Indiana Bureau of Motor Vehicles and will be ineligible for issuance of a driver's license or learner's permit, or will have his/her driver's license or learner's permit invalidated by the Bureau of Motor Vehicles. Depending upon the circumstances, the Bureau may restrict licensing/permitting for one hundred twenty (120) days, through the end of the semester or school year or until the student reaches the age of eighteen. The Bureau of Motor Vehicles determines the loss, or possible loss, of driving privileges.

**Student Parking:** Park in the designated parking area and remain parked during the entire day.

- Special permission must be obtained from the principal to use a car or enter the parking lot during the school day.
- Annual submission of car make/model, license number & insurance policy to be provided to the office for permit.
- Do not sit in parked cars or loiter around them.
- The School Corporation does not assume any responsibility for vehicles parked on school property or for their contents.
- Student vehicles not parked in the area specified may be towed away at the owner's expense.
- Acts of vandalism and/or reckless driving will not be tolerated.

**Consequences:** Driving privileges may be suspended or revoked.

**Theft:** Stealing, attempting to steal, or being in unauthorized possession of school or private property of another.

**Consequences:** See Types of Discipline.

**Transportation for School Sponsored Events:** Students must ride the bus (or van) to and from a field trip or other school-sponsored event. Exceptions may be considered if prior to the event, the parent or guardian has given written permission to the student's sponsor/coach. Note: A parent or guardian giving permission for a student to ride home other than in school transportation releases the school from all liabilities.

**Unlawful Activity:** A student may be suspended or expelled for unlawful activity whether during or after school, on or off school property. This includes times when school is not in session.

**Consequences:** OSS and/or recommendation for expulsion.

## **GENERAL INFORMATION**

**Assemblies and Convocations:** At all times our student body is expected to be an attentive and courteous audience. Students are to sit with their teacher's assigned seating areas. Failure to conduct one's self properly during convocation will result in removal from that and other assemblies and/or other disciplinary action. Your conduct greatly influences the number of assemblies held during the year.

**Book Rental and Student Fees:** The amount of each child's book rental and fees is based upon the child's course assignment or selection. The State of Indiana regulates the cost of the rental fee per year. In addition, some classes have a laboratory fee to cover the additional expenses as well as consumable items such as workbooks, which are assessed at the



retail cost. When issued a textbook, please indicate to your teacher any unusual damage or deficiencies to the book. At the end of the school year, students may be assessed a fine for abuse, damage beyond normal wear and tear, and/or the cost of rebinding a book. Students are assessed the retail cost of any book they may lose.

**iPad Information:** iPad general information is available online at the Boone Grove High School webpage.

**Dances: All school rules and their consequences apply.**

- Students are expected to enter the dance immediately.
- Students who leave the dance may not re-enter unless accompanied by a chaperon.
- Middle School students may not attend the homecoming dance or Junior-Senior Prom.
- Guest Passes for School Dances: Any Boone Grove student who wishes to bring one (1) guest to a BGHS dance must obtain a "Guest Pass" form, which must be signed by an administrator from the guest's school, returned to the school office, and approved by BGHS administration. Out-of-school guests cannot be over the age of twenty-one (21) at the time of the homecoming dance and the prom.
- BGHS students who transfer to the Alternative School are considered "Guests" and must complete a Guest Pass form to attend.
- Student's guests who do not have passes will not be admitted.
- Students are responsible for their guest and any misconduct by the guest may result, at a minimum, in the student and guest being removed from the event.
- All dancing must be done in an appropriate and respectful manner. Failure to adhere to this policy can result in removal for the dance and other disciplinary action.

**Distribution of Non-School Materials and Signs:** The distribution of non-school materials on school property must be submitted to the principal for approval prior to any distribution. Any sign having been approved that is posted directly on the walls in school must be attached with masking tape. Individuals who receive approval to put up signs are also responsible for removing them.

**Emergency Drills and Information:** Public schools in Indiana are required to have periodic tornado and fire drills. Procedures for these drills will be reviewed over the P.A. and by classroom teachers. During any emergency, students are to be quiet and orderly. During a tornado drill, students are to cover their head and necks with a book. The tornado siren is a long, high-pitched tone while the fire alarm is a short whooping sound also indicated by flashing emergency lights in the hallway.

**Fundraisers:** Consumable items from fundraisers may not be sold during school hours without prior administrative approval.

**Locker Rooms:** Students who are enrolled in physical education classes or who participate on school athletic teams are assigned a locker in the locker room. Assigned lockers remain school corporation property. Students have no expectation of privacy in these lockers.

- A fee is charged for the combination padlock that must be returned at the end of the school year.
- The school cannot assume the responsibility for personal belongings left unlocked in the locker rooms.
- Cleats and spikes are not to be worn in the locker rooms or any other part of the building.
- Students who do not have a legitimate reason to be in the locker rooms are not to enter them under any circumstances.

**Teacher Assistants (TAs):** Teacher Assistant assignments will be made at the beginning of each semester, or as needed.

1. A student may be a TA for only one period per semester.
2. A student may not withdraw from a class to become a TA.
3. TAs are expected to maintain passing academic performance each grading period.

**Visitor's Pass:** All visitors must enter through the secure entrances and are to report to the office upon arrival and secure a visitor's badge. Visitors who are not participating in the educational process or necessary for school maintenance are discouraged from visiting school during the school day. This includes alumnae. Visitors or students are not to bring friends or young children to visit. Exceptions will be granted ONLY at administrator's discretion or for Project CARE members.

## **STUDENT ACTIVITIES**

All students participating in student activities are subject to all school rules and policies and their consequences, including the PTSC drug testing policy. (Please refer to pages 57-58 for a full description of the drug testing policy)

**Extra-Curricular Activities:** All students are encouraged to participate in the many clubs, organizations, and activities offered at Boone Grove High School.

Academic Teams  
Bowling  
Drama  
National Honor Society  
Student Council

Art Club  
Cheerleading  
French Club  
Spanish Club  
Pep Band

Athletic Teams  
Dance Team  
Jazz Band  
Spell Bowl  
Student Athletic Advisory Club

The Student Council Officers, Class Officers, Class Representatives and Honorary Members are the student governing body, but meetings are open to ALL students.

**Attendance Affecting Extra-curricular and Athletic Events:**

- Students are not allowed to participate in extra-curricular activities beyond the school day in which an ISD or OSS is served or the following non-school day.
- To participate in an event or practice, students must attend four (4) full periods of the school day on the day of the event. If the event falls on a non-school day, four (4) full periods the previous school day. Vocational students are exempt from the four (4) full period requirement.
- Exceptions must be pre-arranged with the Athletic Director or Extracurricular Sponsor.

**Transportation:** A student participating in an extracurricular event and/or athletics must ride the team bus (or van) to and from the event. Exceptions may be considered if prior to the event, the parent/guardian has given written permission to the student's sponsor/coach. Note: A parent or guardian giving permission for a student or athlete to ride home other than in school transportation releases the school from all liabilities.

- Any student or athlete traveling to and from an extracurricular or athletic event while participating for Boone Grove High School are subject to all school rules and policies and their consequences:
- No abusive language or conduct will be allowed on the buses.
- Failure to follow these rules will result in a suspension for the student or athlete for the next scheduled event. A second infraction could result in expulsion from that sport.

**National Honor Society (Membership by invitation only):** Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. Selection of membership is based on outstanding scholarship, character, leadership, and service.

**Article 1-Selection of Members:**

**Section 1.** To be eligible for membership in the Boone Grove Chapter of NHS the candidate must be a member of the junior or senior class and have a cumulative grade point average of at least 3.5 on a 4.0 scale.

**Section 2.** Candidates eligible for membership shall be notified in writing and informed that for future consideration for selection to the Boone Grove Chapter they must complete a student activity information form and write a short statement expressing their reasons for desiring membership.

**Section 3.** Faculty, administration, and staff shall be surveyed to evaluate and comment on all eligible candidates. This survey shall be presented to the faculty selection committee along with all other verifiable information for its consideration in selecting members.

**Section 4.** Said committee shall notify all candidates who submit their forms to the faculty selection committee in writing of the decision.

**Section 5.** Selection of new members shall normally take place during the Fall Semester.

*(Cited from Boone Grove High School Chapter/National Honor Society By-laws)*

**Athletics:**

All student Athletes are subject to all school rules and policies and their consequences, including the PTSC drug testing policy. (Please refer to pages 57-58 for a full description of the drug testing policy).

No student at Boone Grove High School will be denied participation in any athletics on the basis of sex, national origin, race, color, or handicap. Further, the lack of English communication skills shall not be a barrier in participating in athletics.

**Statement of Philosophy:** *The inter-scholastic athletic program is regarded as an integral part of the total educational program in the Porter Township School Corporation and is provided for high school students in the district.*

**Objectives:** *The inter-scholastic program is designed to . . .*

- Provide worthwhile educational experiences, which will contribute to the growth and development of the participants.
- Provide opportunities to student spectators as well as participants for development of good attitudes, proper emotional control, and the establishment of social values within the framework of competitive athletic activities.
- Provide for student athletes who are physically mature and highly skilled in the various sports.

**Athletic Code:** *Students participating in athletics will abide by the following rules throughout the calendar year:*

- Student-athletes will: . . .
  1. not use alcohol or tobacco in any form.
  2. not use or possess any prescribed or non-prescribed drug without the knowledge of the coach of that sport.
  3. not commit any felony or act that would constitute a crime if committed by an adult or could result in a criminal charge brought in juvenile or adult court.
  4. attend school for at least four (4) full periods on the day of participation or the day before the event if the event is on a non-school day.
  5. follow rules and regulations as established by the individual coach relative to his/her sport season, orally or written.
  6. not be insubordinate.
- Any other action causing embarrassment or disgrace to the Boone Grove Athletic Department or to any one of its teams may cause the athlete to be in violation of the athletic code.
- The coach will determine to what degree a penalty will be imposed. If the penalty imposed is more severe than the athletic code states, then the coach must follow enforcement procedures as laid down by the athletic code.

### **Enforcement Procedures:**

1. No penalties shall be imposed until the student-athlete is afforded an opportunity for an informal hearing, conducted by the Athletic Director or his/her designee which includes:
  - A written or oral statement of the charges against the athlete.
  - If the student-athlete denies the charge, a summary of the evidence against the athlete.
  - An opportunity for the athlete to explain his/her conduct.
2. If it is determined that a penalty should be imposed against the student-athlete at the conclusion of the informal hearing, a written statement will be sent to the student-athlete's parent or guardian describing the conduct, violation of rule, and the penalty imposed.

#### **\*Penalties: 1st Offense:**

1. The student-athlete will be placed on probation and will not participate in 50% of the total number of scheduled contests in his/her sport. Probation will last one calendar year from the moment of notification.
2. The student-athlete must demonstrate fitness to participate in athletics. He/she will be allowed to practice with the team and sit on the bench wearing appropriate street attire during suspended contests.
3. Penalties will be served during the remainder of the season in which the student-athlete is presently competing and/or during the next sport season.
4. If a student-athlete quits a sport, the suspension continues until the next sport in which the student-athlete participates.

*Example: A volleyball player in violation at the end of volleyball season would miss required number of contests and any additional contests of next sport to meet penalty.*

**2nd Offense:** The student athlete will miss the remainder of any current sport (they must complete that sport in good standing) and will be suspended for the first 75% of the total number of scheduled contests in the next sport of participation. Failure to complete the current sport in good standing will result in a 90% suspension for the next sport of participation.

**3rd Offense:** The student-athlete will not be permitted to participate in athletics for one (1) calendar year from the date of citation.

**4th Offense:** The student-athlete will not be permitted to participate in athletics at Boone Grove High School.

**Appeal:** A student-athlete can appeal the prescribed penalty and request a hearing before the Athletic Council. The Athletic Council will be made up of all head coaches except for the current head coach of the student-athlete making the appeal. As a result of the hearing, the Athletic Council will recommend to the Athletic Director to:

- a. Uphold the penalty
- b. Acquit the athlete
- c. Lessen the penalty

The final decision rests with the Athletic Director and the building administrator.

\*For dual sport athletes, penalties will be applied equally to the concurrent sports.

**IHSAA Eligibility Rules:** BGHS is a member of the IHSAA and follows established rules. A listing of the IHSAA Eligibility Rules is available from the Athletic Office. BGHS students must be enrolled in, and passing five (5) credits. Eligibility will be determined by nine (9) week report cards. Completed credit recovery courses will only count at semester report cards. If a student is ineligible at semester, a credit recovery course cannot make them eligible during the next semester.

**Transportation:** The same requirement applies for athletes as for students participating in extracurricular activities.

### **Athletic Awards:**

All winners must be in good standing with the Administration as well as with the Athletic Department.

- **Manager Awards:** Awards are on the same basis as athletes. If a manager does not receive a major athletic letter, yet earns a required number of points, he/she may receive a letter jacket and letter inscribed with MGR.
- **Mental Attitude:** A plaque will be awarded to a senior boy and a senior girl. Seniors who have participated in a sport during their senior year will be eligible. The winner will be determined by a vote of all varsity coaches. Girls' coaches will vote for girls. Boys' coaches will vote for boys.
- **Senior Plaque:** A plaque will be awarded to ALL seniors who have participated in the same sport for four (4) consecutive years. Each sport in which the athlete has participated for four (4) years will be listed on the plaque. Special circumstances due to injury or transfer will be taken into consideration.
- **Deserving Athletes:** Plaques may be awarded by the athletic department to an athlete who has not met the above requirements, but due to extenuating circumstances, may be deserving of this award.
- **Senior Trophy:** A trophy will be given to the graduating boy and girl who have accumulated the highest number of athletic award points during their high school career. All points earned must be defended to count toward this award.
- **Athletic Booster Club Scholarship Award:** Boone Grove Athletic Booster Club will award a \$500.00 scholarship to one senior boy athlete and one senior girl athlete who meets the following criteria:
  1. College Bound.
  2. Ranks in the upper one-third of their class.
  3. Has actively participated in one (1) sport per year during grades 9-12
  4. Writes an essay.

## **STUDENT SERVICES**

**Food Services:** Students may deposit monies into their account or pay daily. Charges will not be allowed. Milk can be purchased daily or monies may be taken off account. A student will not be denied a lunch. Sack lunches from home are permitted, but fast foods will not be allowed during lunch periods. Carbonated beverages and fund-raiser items are not sold in the cafeteria during lunch periods without administrative permission.

- Meal Substitutions for Medical or Special Dietary Reasons: USDA regulations require substitutions to be standard meal patterns for participants who are considered handicapped under 7 CFR Part 15b and whose handicap restricts their diet.
- Participants with other Special Dietary Needs: Substitutions may be made for individuals who are not "handicapped person" but who are unable to consume a food item because of medical or other special dietary needs. Such substitutions may only be made on a case-by-case basis when supported by a current statement signed by a physician or registered dietician. The statement must include 1) an identification of the medical or other special dietary needs which restrict the student's diet and 2) the food, or foods to be omitted and the foods that may be substituted.
- Free and Reduced Meal along with textbook Assistance forms are accepted at any time during the school year. Forms can be found in the main office or café office or online (school website).

**Media Center:** The Media Center is open during the student day, including lunch. All students must sign in to use the media center facilities. Materials in the media center collection can be obtained through the computerized card catalog. Books may be checked out for two (2) weeks, reference books for overnight, and magazines may be checked out for two (2) days.

Networked computers provide word processing and computerized databases. Most of these programs can also be accessed through the school corporation's website.

Digital cameras and camcorders are available for curriculum-related projects. Lamination and binding for student work is also provided.

Flash drives are available for checkout for school related projects.

When using the school camcorders, students need to provide their own digital video cassettes, disc, media cards, etc.

Students who use their own digital cameras and camcorders need to bring all necessary equipment to school for the presentation. The media center does not have the equipment for all the different cameras and camcorders. The school is not responsible for these items.

**Student Identification Card:** Boone Grove High School Students are issued an ID card after pictures are taken. Students may be asked to show their school issued identification.

**Student Health Services:** It is necessary for a Health Survey to be completed and on file in the school clinic. This is needed on a yearly basis for each student.

- Parents are requested to immediately notify the school office in writing of a change in address, phone number, or place of employment.
- *Students who become ill during the school day are to report their condition to a teacher and obtain a pass to the clinic.*
- If school personnel determine that there are sufficient indications of illness to warrant a release from school, the parent or guardian will be notified and plans will be made for transportation home.
- Under no circumstances is the student sent home unless the parent/guardian or designated emergency contact person is notified.

**Use of Water/Fluid Bottles at School:** The student will report to the school nurse on arrival to school. The student must have a note from their parent/guardian giving permission for the student to carry and use water in the classroom for that day. The bottled water must be in an unopened container and not flavored. The school nurse will okay the note and tape it to the bottle. If the student's medical condition requires using water in class for more than one (1) week, a doctor's note is required. The doctor's note will be kept on file with the school nurse who will notify the teachers. The student will also be responsible for carrying a copy of the doctor's note with them at all times. Should the student be stopped by a staff member and questioned about the possession of the water bottle, they must present the copy of the doctor's note. The doctor's note must be renewed annually.

**Student Insurance:** *The school does not carry insurance of any kind on students. Parent/guardians may purchase insurance for students covering school and school activities. Insurance forms are available in the Main Office.*

**Students At-Risk:** Any student who is expressing thoughts of suicide or causing harm to self should be reported to the principal, counselor, or nurse immediately. In a crisis situation, report to the office, guidance counselor, or school nurse immediately. Confidentiality between students and the adults will be kept unless harm to an individual may be involved.

**Work Permit Policy:** *Any student up to eighteen years of age, who is employed, must secure an employment certificate work permit from the Main Office. Students must show evidence of legal date of birth.*

# Appendix A

## **BGHS Student Internet and Technology Responsible Use Policy**

Boone Grove High School believes that students need access to technology and when they act in a responsible, efficient, courteous, and legal manner supporting the district's mission, goals and student initiatives.

The mission of the Boone Grove High School 1:1 Digital Learning Initiative is to use technology effectively to increase student engagement thereby increasing student achievement in all areas. All students will be immersed in a technology rich environment, which motivates, engages and challenges students to learn 21<sup>st</sup> Century skills, as it will be an integral part of virtually every aspect of daily life.

It is important that users understand their responsibilities and conduct themselves as responsible learners at all times. Responsible uses of technology are devoted to activities that support teaching and learning. The following statements represent the students' agreement about the responsible use of technology:

### **I will:**

- Bring my iPad to school fully charged each day.
- Keep private information private. (My password and identity are mine and not to be shared with anyone other than my parent(s)/guardian(s)).
- Treat others with respect online and offline alike.
- Strive to be a responsible digital citizen.
- Encourage others to be good digital citizens.
- Use computers for school-related purposes during school hours.
- Credit my sources when I am using other people's information, images or other material.
- Respect the work of other students and not copy, alter or otherwise damage work that is not mine.
- Follow BGHS policies, rules and regulations.
- Take care of technology equipment.
- Notify an adult immediately if I violate the Responsible Use Policy.

### **I will not:**

- Read another student's private communications and schoolwork without permission.
- Use improper language or pictures
- Use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others.
- Pretend to be someone else online
- Give out my full name, address or other personal information to someone I don't know.
- Give out names, addresses or any other personal information of others.
- Take pictures and/or record audio/video without the consent of that student or staff member.
- Search for, possess, read, view or copy inappropriate pictures or information.
- Damage, change or tamper with the hardware or network in any way.
- Decorate the iPad with stickers, writing or other markings.

### **I understand:**

- My work can be lost and I should be careful to backup important work.
- The Internet and BGHS technology may not work at all times.

- Not all content available on the Internet is true.
- It is my responsibility to validate information or research on the Internet.
- The use of the Internet provided by BGHS is a privilege and not a right.
- The full use of the iPad is a privilege and not a right.
- The iPad is the sole property of BGHS.
- School personnel have full authority over the iPad.

**Consequences for misuse:**

- School administrators may revoke the use of iPad features due to my poor performance in academics, attendance and/or behavior.
- I may be disciplined at school up to and including suspension or expulsion if I act irresponsibly.

The Board of School Trustees of the Porter Township School Corporation recognizes the importance of technology education and computer access in preparing students. While the district’s intent is to make Internet access available in order to further educational goals and objectives in the high school, not all information which can be accessed from external networks is appropriate to the education of our students; consequently, administration shall develop an agreement for the use of external networks which shall specify guidelines to help ensure appropriate utilization by students and staff members. Additionally, it is the intention of this policy to have student Internet activities monitored by the school corporation to ensure students are not accessing inappropriate sites. Each school corporation computer with internet access available to students, will have a filtering device or software that blocks and/or monitors access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors. All staff members and students will be expected to sign the agreement before using an external network. The provision of this policy and the content of the accompanying exhibit are subordinate to local, state and federal statute.

Porter Township School Corporation firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

**INTERNET/TECHNOLOGY – TERMS AND CONDITIONS**

**1.) *Acceptable Use*** – The use of your account must be in support of education and research and consistent with the educational objectives of Porter Township School Corporation.

**2.) *Privileges*** – The use of the Internet/computer is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student/staff member who receives an account will be part of a discussion with a BGHS faculty member pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of BGHS may request the system administrator to deny, revoke, or suspend specific user accounts.

**3.) *Disclaimer*** – Boone Grove High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. BGHS will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. BGHS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**4.) Security** – If you feel you can identify a security problem on the system, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account. Any user identified as a security risk or having a history of problems with other computer systems may be restricted of user privileges.

**5.) Prohibitions** – Users of the Porter Township School Corporation Internet resources and computer accounts may not:

- a.) Access, upload, download or distribute pornographic, obscene or sexually explicit materials.
- b.) Transmit obscene, abusive or sexually explicit language.
- c.) Violate any local, state or federal statute.
- d.) Vandalize, damage or disable the property of another person or organization. This would include uploading or downloading e-mail attachments and executable files infected with a virus.
- e.) Access another person's materials, information or files without the implied or direct permission of the person.
- f.) Violate copyright or otherwise use another person's intellectual property without his or her prior approval or proper citation.

## STUDENT INTERNET AND TECHNOLOGY RESPONSIBLE USE AGREEMENT

### **Student Acknowledgement**

I understand and will abide by the Student Internet and Technology Responsible Use Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken. I also understand that by receiving the school issued iPad I am receiving a copy of the Porter Township School Corporation Student Handbook.

**Upon receipt of this iPad, I verify that it is free from cracks or other visible damage.**

**Student Printed Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Charger and Cord Agreement (Must select one)**

#### **I will receive a charger and cord from the school district**

Please check this box if you would like to receive a PTSC iPad charger and cord. You will receive a used or new Apple branded charger and cord and you will be expected to turn it in when we collect the iPad. If it were to become damaged, lost or nonfunctional, you will have to pay \$20 for a new cord and/or \$20 for a new charger regardless of the condition it was received in.

#### **I will purchase my own charger and cord elsewhere**

Please check this box if you would like to purchase your own iPad charger and cord from a retailer or online instead of receiving one from PTSC. With this option you are able to choose the cord and charger's brand that you would prefer and keep it as your own. You will not be expected to turn in this charger and cord when we collect the iPad. The cord should be a Lightning to USB cable and the charger should be a 12-Watt iPad charger for the best experience.

### **Parent/Guardian Acknowledgement**

As the parent or guardian of this student, I have read the Student Internet and Technology Responsible Use Policy. I understand that this access is designed for educational purposes. Porter Township School Corporation has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Porter Township School Corporation to restrict access to all controversial materials and I will not hold them responsible for material acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Any cost acquired from a damaged iPad, must be paid before receiving the original iPad back.

**Parent/Guardian Printed Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\*The above signatures are an indication that we have viewed the General iPad Information Video and understand all that was presented. We understand that when we receive the iPad, we are receiving a copy of the current Porter Township School Corporation Handbook. We also understand that if no charger and cord agreement option is selected, we will be choosing to receive a charger and cord from the school district by default.*





# 2017 – 2018 Student Handbook Return Form

Student's first name (please write only one letter in each box):

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Student's last name (please write only one letter in each box):

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Permission for your student to be included in school photographs:

Yes \_\_\_\_\_ No \_\_\_\_\_

Permission for your student to use the internet at school for legitimate educational purposes:

Yes \_\_\_\_\_ No \_\_\_\_\_

Your signatures are acknowledgment that you have received and read this handbook and are aware of expectations contained therein.

Student Signature \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / 20\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / 20\_\_

Please check which school your child attends:

\_\_\_\_\_ Porter Lakes Elementary School (K-3)

\_\_\_\_\_ Boone Grove Elementary School (4-5)

\_\_\_\_\_ Boone Grove Middle School (6-8)

\_\_\_\_\_ Boone Grove High School (9-12)

