# SCEC Elementary School
# Student/Parent Handbook

## CARDINAL NATION

2019-2020 School Year

# *Student/Parent/Guardian acknowledgement of Handbook*

As the parent/guardian of named student: _____,

who is enrolled at the following school: _____.

I acknowledge receipt of the SCEC: 2019-2020 Student/Parent Handbook. I understand it is my responsibility to read the Student/Parent Handbook and review its contents with my child.

_____

**Printed Parent/Guardian Name and Date**

_____

**Parent/Guardian Signature**

**<u>Please Return Signed Form To Child's School</u>**

**Please Place Form Into Student's File**

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School City of East Chicago

Dr. Paige McNulty, **Superintendent**

Dear School City of East Chicago Students and Parents;

On behalf of our Board of School Trustees, we look forward to a very productive 2019-2020 School Year. As Superintendent, our shared priority is to continue to provide our students with the necessary tools to build a strong educational foundation in a safe and secure learning environment, that will allow them to effectively compete in a dynamic and changing workforce, achieve a positive quality of life and become a productive member of the Community.

Here at the School City of East Chicago we have dedicated and skilled career educators whose mission remains, "Learning for all whatever it takes." I am very proud of our outstanding Staff and the Principals who are assigned to lead our teams at these School City of East Chicago Facilities;

**Elementary Schools (Pre-K)**
Carrie Gosch Early Learning Center - Principal E. Glenn

**(Grade K- 6)**

- Harrison Elementary- Principal J. Peters
- Lincoln Elementary- Principal N. Sharp
- McKinley Elementary- Principal C. Guitierrez
- Washington Elementary-Principal A. Hogan

**Middle School (Grade 7-8)**
Block Middle School- Principal K. Hobson

**High School (Grade 9-12)**
East Chicago Central High School- Principal D. Wright

Our Principals and their teams look forward to working closely with Students and Parents to improve performance and achievement at all levels!

As our Educators make the learning tools for success available, it is the responsibility of the Student, with the support and engagement of their Parent or Guardian, to pick up and use those same tools to build a future that is full of opportunities that is only limited by their imagination, enthusiasm, and energy! You can begin by reading and following this Student/ Parent Handbook and communicating with our staff to ensure that a productive, safe, and successful school year can be shared by all of our students.

Yours in Education

Paige McNulty, PhD.
Superintendent

1401 E. 144th Street • East Chicago, Indiana 46312 • (219) 391-4100 • Fax (219) 391-4126 • www.scec.k12.in.us

# SCEC DISTRICT MISSION STATEMENT

## Learning for ALL - Whatever it Takes!

# SCEC DISTRICT VISION STATEMENT

## All School City of East Chicago graduates will possess the knowledge and competency to be college and career ready.

### SCEC District Objectives

- 100% of our student graduate.
- Each student achieves the goals of his/her Individualized Learning Plan.
- 100% of students are active agents transforming the social and economic landscape of East Chicago.

### SCEC District Parameters

- We will make all decisions based strictly on the best interest of the student
- We will not engage in anything that does not directly support elementary-secondary education
- We will not compromise excellence
- We will incorporate optimal technology into every aspect of the educational system
- We will defend our local autonomy at all costs

### SCEC Belief Statements

1. Each person has absolute worth
2. Trust is essential to confident relationship
3. Everyone needs to feel loved
4. Every person deserves to be treated with respect
5. The strength of community is diversity
6. Communication leads to understanding
7. Spirituality is humanity's guiding force
8. Every child, every day is entitled to society's best
9. All people have a right to feel safe
10. All people are responsible for their actions
11. Open minds open possibilities
12. All people have the freedom and responsibility to acquire knowledge
13. Optimal learning takes place only in a culture of extraordinary thinking
14. Service to others builds stronger communities
15. A strong work ethic leads to success
16. Honesty builds strong character
17. Education is essential to a good quality of life

## FAMILY RESOURCE CENTER AND PARENT/COMMUNITY INVOLVEMENT

East Chicago Public School serves our students and families through the Full Service School model. The goal is to remove the non-academic barriers that impede student success and empower parents with access to knowledge and community resources in their critical role as supportive parents. The Full Service School model includes the creation of Family Resource Centers in all five elementary schools. Within the Family Resource Center (FRC), Parent Liaisons link families to community resources and provide Parent Information Workshops focusing on a variety of relevant topics throughout the school year. The FRC is a welcoming, gathering place for parents within their child's school. Each FRC is staffed by a Parent Liaison to assist in meeting parent needs. The Parent Liaison also facilitates the school's Parent Groups. Parent Groups provide a parent perspective and resource to assist with special school projects in support of the school's mission.

Parent and Community volunteer applications and activities are facilitated by the FRC Parent Liaison. There are a variety of ways parents and community members can offer their time and resources in support of growing a positive school climate and increasing student success. If you are interested in learning more about volunteer opportunities within SCEC please contact one of our Parent Liaisons-just give a call to one of our schools. Please note that all volunteers must complete a volunteer application and criminal background check (criminal background checks may be at the expense of the applicant). Please understand that obtaining prior clearance before volunteering in our schools is essential in keeping all of our students safe.

## STUDENT ENROLLMENT

SCEC offers student enrollment during the summer via on-line registration on SCEC website (www.scec.k12.in.us), during the school year students may be registered at their assigned school. It is important that parents prepare for student registration prior to enrolling their child(ren). The following documents/school forms are expected to be turned into your child's school before the first day of your child's attendance.

1) SCEC Student Enrollment Form
2) Parent's proof of residency via a legal photo I.D.
    a. Valid State driver's license and **two** of the below
    b. State Identification card plus **three** of the below

    If you do not have an Indiana driver's license then you must have three of the below:
    a. Copy of your home mortgage (rental lease is <u>not</u> acceptable)
    b. Documentation of address (within last month) from Dept. of Public Assistance
    c. Documentation address (within last month) from Dept. of Public Housing
    d. Bank statement (within last month) with your current address
    e. Utility bill with your name/current address
    f. Car registration with your name/current address
    g. Pay stub with your name and current address

    (All addresses on documents must be within the last month, and have the same address)
3) A copy of student Birth Certificate
    a. If a student is not residing with biological/legal parent, then an Indiana Dept. of Educational Custodial Form must be completed
        i. If parents are separated/divorced, *Form I* must be completed with court papers declaring custodial arrangement must be copied and provided to school
        ii. If the student is living with a relative of his/her legal parent, *Form II* must be completed with legal documentation that relative is the legal custodial guardian…or… guardian is recognized by Court documentation or Indiana Dept. of Social Services/Public Assistance as the student's custodial caretaker.
4) Health Records
    a. A copy of student's updated/current student immunization record (all students)
    b. Student Health History Form (for all new students)

c. Student Emergency Health Status Form (for all students)
d. Parent Consent for student vision screening (all new students and all kindergarten students)
e. CHIRP parent release form (all students)
f. Parent Consent to Release Information for students with special health considerations must be updated annually.
g. Students who must take a prescription medication during the school day or when under the supervision of school staff must have a written prescription from the student's physician indicating the name of the student and medication, dose of prescription, time/frequency for dispersing of medication and the length of time medication is to be administered. Medication must be in the prescription bottle. This procedure must be completed annually or at the time of any medication change. Failure to provide to school nurse prior to the student's first day of school may result in the student's exclusion from school until compliance with this directive is met.
h. Over the counter medication must be accompanied with the student's physician's written order prior to administering to the student when in the care of school nurse.

5) Student Attendance Parent Acknowledgement Form (all students)
6) Student Race and Ethnicity Form (all students)
7) Acceptable Use of Technology Form (all students)
8) Home/School Language survey (all students)
9) Parent Permission to photograph/video tape student
10) Transferring Student Records
    a. Student School Records from last school of attendance (new students)
    b. Student latest I.E.P. from last school of attendance (new Special Education students)

**In the case a student's home address changes or emergency phone contact numbers change from original information provided to school upon registration; the parent/guardian must immediately notify the school office. It is the sole responsibility of the parent/guardian to comply in keeping his/her child's school abreast of how to be reached at all times when their child is under the care of the school. Failure to comply will result in the SCEC administration or supervising staff to make decisions in your absence, in the case your child is in need of intervention/services.**

## STUDENT WITHDRAWAL

Withdrawing a student from school in anticipation of the student moving into another school district or intending to drop-out of school prior to the age of 18 years must follow State law and guidelines.

Parent or legal guardian **must,** regardless of student grade level, complete student withdrawal forms at the student's school of assignment.

## VISITATION GUIDELINES

Visits to our school by parents/guardians, other adult residents of the community and interested educators are welcomed. To protect the safety and welfare of students and school personnel, as well as to minimize classroom disruptions, procedures for visitors shall include the following:

- School visitors should make allowance for 24 hours' notice and should be arranged through main office personnel.
- All visitors must enter through the main entrance and register in the front office to obtain a Visitor's Pass**.**
- A valid photo identification card is necessary to obtain a visitor's pass. Please note: This photo ID will be maintained by the school until the visitor signs out and leaves the building.
- All registered visitors must sign out in the main office upon completion of their visit.
- Sign-in lists showing name purpose of visit, arrival time, and departure time shall be maintained by the school office.
- Any person who does not register with school office is on school property illegally and should be asked to identify themselves properly, get visitor's pass, or leave the school's grounds.

- Student guests are not allowed in the building during the school day: unless the visit serves as an approved event/activity.
- Any unauthorized person who enters SCEC property is considered Trespassing and is subject to law enforcement action.

**Note: We ask that all visitors be respectful, responsible, safe and patient. We reserve the right to ask that disruptive visitors leave the building immediately.**

## CLASSROOM OBSERVATIONS AND PARENT CONFERENCES:

We encourage all parents to visit school and observe the school in action. Should any parent wish a conference, it may be arranged by calling the school office or by emailing the classroom teacher. Conferences are scheduled before or after school, or at any time during the day the teacher is not scheduled to be with students. The following procedures should be followed before making a classroom observation:

1. Arrange classroom observations with a minimum 24-hour advanced notice by calling the school to speak with the teacher. Scheduled classroom observations must be approved by the building administrator.
2. All visitors must enter through the main entrance and register in the front office to obtain a Visitor's Pass. A valid photo identification card is necessary to obtain a visitor's pass. Once in the classroom, the visitor must remain in designated areas at all times. Visitors will be escorted by SCEC personnel at all times.
3. Visits shall be limited to minimize classroom disruptions.
4. Classroom observations should not exceed one hour unless the teacher feels a longer visit is warranted.
5. During Classroom visits is inappropriate for visitors to speak out, make statements, or ask questions of the students or teacher during the visit unless they are asked to participate.
6. If a visitor wishes to discuss their observations or any concern/question with the teacher, he/she should make an appointment to meet with the teacher during non-class time.
7. The use of tape recorder, videotape machines or other recording equipment to record meetings at which a teacher is present or to record a teacher during the discharge of his/her duties is prohibited without the prior written consent of each teacher denoting who will be included in the recording. Any and all recordings must be approved by the building administrator in advance.

## VOLUNTEER GUIDELINES

Volunteers with our schools must have completed a Volunteer Application form, completed a criminal background check and been approved as a School Volunteer, prior to volunteering in any capacity within our school buildings. Please note this process may take 2-4 weeks.

- School volunteers must sign in at the school's main office and obtain a visitor's badge, prior to proceeding to the Family Resource Room. Please check in with the building's Parent Liaison before beginning your volunteer hour(s).
- Sign-in lists showing name purpose of visit, arrival time, and departure time shall be maintained by the school office.
- Any person who does not register with the school office is on school property illegally and should be asked to identify themselves properly, get visitor's pass, or leave the school's grounds.
- Volunteers must sign out at the Family Resource Center **and** the school's main office prior to leaving building.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a federal law that provides parents certain rights with respect to their children's education records. These rights transfer to the student when he/she reaches the age of 18 years or attends a school beyond the high school level.
Under this law:

- Parent or eligible students (student to whom the rights have transferred) have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible student to review the records. Schools may charge a fee for copies.
- Parent or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allow schools to disclose those records without consent to the following parties or under the following conditions:
    - School officials with legitimate educational interest
    - Other schools to which a student is transferring
    - Specified officials for audit or evaluation purposes
    - Appropriate parties in connection with financial aid to a student
    - Organizations conducting certain student for or on behalf of the school
    - Accrediting organizations
    - To comply with a judicial order or lawfully issued subpoena
    - Appropriate officials in cases of health and safety emergencies
    - State and local authorities, within a juvenile justice system, pursuant to specific State law
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards and date of attendance. However, schools must tell parents and eligible students about directory information all parents and eligible student a reasonable amount of time to request that the school not disclose directory information about them.
- School will annual notify parents and eligible students of their rights under FERPA. The actual means of notification is left to the discretion of the school system.

## STUDENT HEALTH SERVICES STUDENT HEALTH SERVICES

### Injury and Illness

Student health services are provided to students via our school-based nursing staff. Students who are in need of monitoring documented health conditions as well as students who may fall ill or receive an injury during the school day will be serviced by our nursing staff. School nursing staff screen students needing emergency care or physician follow up care and inform parents accordingly. Parents are responsible, annually, for informing and providing documentation to school nurses of any medical condition that may impact a student's ability to function during the school day or a school activity – as soon as the first day of school.

Immunizations and Screenings

When a student enrolls in a school, the parent is required to show that the student has been immunized or that a current medical or religious objection is on file. Student immunizations are documented and monitored by school nurses, as well as provisions for student hearing and vision screenings per Indiana law. Student immunizations are expected to be documented and provided to the school nurse by the first day of school. Indiana State Board of Health requires that all immunizations be current, including but not limited to diphtheria, pertussis, tetanus, measles, rubella,

poliomyelitis, mumps, varicella, hepatitis A, hepatitis B, and meningitis or have an authorized exemption from Stat immunization requirements (I.C. 20-34-3-2 or I.C. 20-34-3-3). Communicable diseases may be designated by the State Board of Health as diseases that require immunizations. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a communicable disease epidemic regarding required immunizations, the Superintendent may temporarily deny admission to a student otherwise exempted from the designated disease lacking the immunization. Any questions about immunizations or exemptions should be directed to the school nurse.

Medications

Medications to be dispensed during the school day or school activity need a written physician's prescription with medication provided in the prescription container. Once again, parents are responsible, annually for informing and providing documentation to the school nurse no later than the first day of school. In order to safely administer medication required for a student's well-being while at school and abide by Indiana State Law, the following guidelines are necessary:

1. In order to dispense medication, written instructions from both the parent/guardian and physician is required. Verbal instruction does not meet legal requirements.
2. All written instruction should include date, student name, reason for giving, medical dose, time, duration, and signature.
3. Medication should be sent in its original, labeled pharmacy or manufacturer's container.
4. Any and all medications are kept locked away or in tamper proof containers. (Exception: Students who have been authorized to carry medication for emergency/chronic health needs.)
5. The school nurse or his/her designee has the sole responsibility of dispensing all medication. When a medication is prescribed that is administered at school, an opportunity will be provided for the school nurse to discuss with the student any side effects and/or benefits.
6. Any medication delivered during the school day by a parent will require a student being called from class so the parent, students, and school personnel may review instructions. (If the medication does not meet the current school policy, the parent may administer the medication.)
7. All medication no longer in use or needed will either be returned to the parent/guardian or destroyed. For special needs related to emergency medications (i.e., allergies, diabetes) or treatments that need to be administered during the school day, parents/guardians are requested to meet directly with the school nurse.
8. Medication that is possessed by a school or administration during school hours or at a school function may only be released to the student's parent or to an individual who is eighteen years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

**Central's Life Awareness Support Services (C.L.A.S.S.) Clinic**

A school-based C.L.A.S.S. Health Clinic is located at Central High School and provides an array of clinic services to students in grades 9-12. Participants in the C.L.A.S.S. must be registered as a clinic client in order to receive services provided.

**Homeless Students (McKinney-Vento Act)**

In compliance with the McKinney-Vento Act, homeless students will be provided with a free and appropriate public education in the same manner as other students served by the SCEC. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under the school nutrition programs. Homeless students will not be denied enrollment based on lack or proof of residency. Should additional information be needed, please contact the school principal and/or his/her designee.

## SCHOOL TRANSPORTATION

School transportation is available for students who live a pre-determined distance from their assigned school. If parents are uncertain if their child qualifies for school bus transportation please call the Office of Transportation at: 219-391-4175. Students qualifying for Special Education Services qualify for school bus transportation based on their current I.E.P. (Individual Education Plan) or confirmation from the Office of Special Education. Students with significant medical conditions qualify for bus transportation based on documented medical need, inclusive of Consent to Exchange Information Form; and completion of Request for Transportation form by student's physician – to be updated yearly, final determination of student need to access school transportation lies with the building administration in consultation with the school nurse.
Students are expected to abide by the rules in the Student Handbook related to behavioral expectations when in transit to and from school. Students may be suspended from riding the bus if his/her behavior is not in compliance with SCEC behavioral code of conduct. The safety of all children is of utmost importance and student behaviors that are a distraction for the bus driver/aide can risk the safety of all children. If a child is suspended/expelled from using school bus transportation it is the responsibility of the parent/guardian to arrange personal transportation in order that the student arrives to school on time every day and is picked up every day on time as students are dismissed from school.

## TITLE I SERVICES

Title I is the largest Federal Aid Program for elementary, middle and high schools.
Through Title I, the Federal Government gives money to school districts nation-wide based on the number of low-income families in each district. Each district uses its money for extra educational services for children most in need of improvement in the standards-based skills of reading and/or math.
Title I is required to assist low-achieving students meet academic standards established for all other students.

## ENL STUDENT SERVICES

Program Overview: School City of East Chicago, Education/English as a New Language (ENL) Program provides kindergarten through grade 12 academic English language instruction to non-English and Limited English Proficient (LEP) students.

## EXCEPTIONAL LEARNER PROGRAMS

Exceptional learner programs and related services in the school corporation parallel the regular education program. They are designed to meet the instructional needs of the exceptional child, the child that general education finds difficult to accommodate adequately due to significant physical, intellectual, social and/or emotional differences. Specially designed instructional programs and the necessary related services are made available to any student with such needs, providing parents have input in the recommendations and have agreed to the program placement. The original and continued placement of a student in any exceptional learner program is closely governed by state regulations and the School City adheres to these rules in order to protect the rights of students and parents.

All exceptional learner programs and their related services comply with the guidelines established in Article 7 of the Indiana State Code. The individualized educational program of instruction ensures a free and appropriate public education that provides flexibility, opportunity, and an environment with peers so that the student may experience success in reaching his/her maximum potential.

## COURT ORDERS

Any SCEC Parent/Guardian who has received a signed and certified Court Order which may impact the safety or security of their child must, in a timely manner, notify and provide a copy of that Court Order to their School Administrator, in order for appropriate steps to be taken to further provide for that student's safety and security while attending school.

## eLEARNING

The School City of East Chicago is pleased to announce that we will implement the use of eLearning for the 2019/2020 school year. ELearning will allow students to access educational assignments outside of the school setting and teachers will be available to support students online. eLearning allows students to continue to learn and grow on days that schools are closed due to inclement weather or other emergencies. eLearning practice days will take place on September 24th and November 5, 2019.

**School City of East Chicago Truancy Policy**

**State of Indiana Attendance Policy**

**Indiana Code 20-33-2 Compulsory Attendance; Parents Responsibility/Duty**

It is unlawful for a parent to fail, neglect or refuse to ensure that the parent's child attends school as required by law. Parents may elect to provide private or home school education for the full term as required as long as the child is being provided with instruction equivalent to that given in public schools; however, the parent must withdraw the student from public school if these options were selected. If the violation is not terminated not more than one (1) day after the school day after written notice is given or if another violation is committed during the notice period, no further notice is necessary Each day of violation constitutes a separate offense.

**School City of East Chicago's (SCEC) Public Schools Attendance Policy (K-18 Years of Age)**

All SCEC schools follow the policy agreed upon within the Attendance Policy set forth below because the SCEC Administration understands that research has proven that the education of our children is important to their becoming product members of our community and not engaging in more serious delinquent behavior.

**I. PURPOSE**

The purpose of this policy is to outline district guidelines regarding truancy, and to set forth procedures to prevent truancy.

**II. SCOPE**

This policy applies to all SCEC students.

**III. POLICY STATEMENT**

Unauthorized absence from school is considered truancy and will be treated as such. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled and remedial programs that are offered at no cost to parents provided that prior to requiring the student to attend the program a commitment of transportation is provided to those students who qualify for transportation to and from school. The principals, in coordination with any teachers who provide instruction to a student and any other appropriate school faculty, shall make the decision to require the student's attendance at such remedial instruction occurring outside of the regular school day, including but not limited to programs conducted during the summer and after the conclusion of the regular school day pursuant to state law.

**Truancy Prevention/ Intervention**

To prevent truancy, when unexcused absences occur, the SCEC Will seek assistance and support from school based and community-wide programs or agencies including when necessary, the police department and the municipal court system; to restore the student's attendance. SCEC will also use effective interventions with students and with the parents and/or guardians to restore and maintain a student's regular attendance. Referral to the Municipal Court and then the Juvenile Court or to Indiana Department of Child Services will be the final options.

**Truancy**

A student is considered truant when the absence is unexcused for a day or a class. Tardiness is not considered truant, however missing more than 15 minutes of a class without being excused, is considered truant. Failure to educate is a Class B Misdemeanor in the State of Indiana.

**Administrative Rules and Regulations**

Communicating Information to Students and Parents-- Schools shall inform student body as to the school's attendance goals and expectations, the compulsory attendance laws, and the consequences for noncompliance In addition, schools are encouraged to develop avenues for students to talk about attendance-related problems with persons at the school whom they trust when poor attendance and truancy are a result of another problem (e.g., family, social, economic) Schools should communicate these avenues to their students during the school-wide attendance meeting.

**Excused Absences**

A student's absence is considered excused when the absence has been verified by a parent/guardian, in writing, per the discretion of the SCEC's administration, but are not considered exempt, as explained below. These may include personal illness days, deaths in the family or professional appointments that cannot be scheduled during non-school hours. Doctor appointments or any other reason must be verified within 24 hours.

Pursuant to Indiana Code 20-33-2-18, students with a health condition that causes repeated absences are to provide the school administration with a "letter of incapacity" from a licensed physician, explaining the condition. These forms can be obtained from the Attendance Officer or School Nurse.

**Notification of Absence**

If a student is to be absent, the parent/guardian must contact the attendance office by 9:30a.m and provide a written explanation for the absence upon the student's return. If prior contact is not possible, then the parent/guardian will provide a written excuse for the absence. When no excuse is provided, the absence will be deemed as unexcused and the student will be considered truant.

**Unexcused Absence Procedures**

If a student is absent without an excuse, the school must use school-based procedures as well as appropriate interventions to encourage regular school attendance.

**Documentation**

SCEC shall provide documentation of parent/guardian conferences and contacts including phone calls and letters as well as a record of the student and/or family interventions that occurred. This documentation shall be made available to the parent/guardian, appropriate school, District, community agency, and law enforcement officials This includes all copies of signed contracts/plans, intervention meetings, and related documentation of what all was completed as part of those contracts/plans or not completed.

**Interventions**

It is expected that discussions with parents/guardians and students will focus on the reasons for the student's unexcused absences and ways the school can intervene to support regular attendance. Interventions can include the following:

a. A school-based individual intervention modification program
b. Referring a student for a special education needs assessment
c. Assigning a mentor to the student
d. Providing the student with a tutor
e. Parent counseling
f. Parenting classes
g. Referring the family to an appropriate social service agency and other interventions as needed

**Suspension from School**

Absence from school due to a suspension shall be considered an authorized absence, neither excused nor unexcused

A suspended student will be responsible to make up school work missed during the suspension. Upon return to school, the student will be provided credit for properly completed assignments and a grade on any made up tests.

**Law Enforcement**

The prosecutor may provide the parent with the option to participate in such alternative programs prior to filing the criminal charge. Failure of the parent to respond in a timely manner to such an option shall result in the revocation of the option and immediately filing of the criminal charge.

Parent(s) and/or Guardian(s) should understand the following;

1. Attendance

- It is important that children regularly attend school. Upon the 4th incident of truancy, whlch includes an unexcused absence from the day or for an entire class, you will be notified of a mandatory meeting that you must attend with school administrators. Failure to do so will result in the issuance of a ticket for violating city ordinance.

- Parental neglect is in part defined as knowingly allowing a minor be absent without cause from regular school sessions.

- Failure to ensure your student's attendance in school may result in further legal action as provided by Indiana's compulsory attendance law, Failure to Educate, Indiana Code 20-33-2-27, 20-33-2-27 and 20-33-2-44.

2. Address Notification

- Parent(s)/Guardian(s) are required to keep their children's school informed of their current address. If a parent/guardian fails to do so, he/she may be charged in violation of existing East Chicago city ordinances as well as applicable State of Indiana laws Parental neglect includes failure to notify the school of a new address and contact telephone numbers for the parent/guardian.

3. Failure to abide by these truancy related ordinances and/or State of Indiana Laws may include fines as well as criminal charges to include referrals to Indiana Department of Child Services.

## SCEC STUDENT ATTENDANCE REQUIREMENTS:

Student Compulsory Attendance, per Indiana law, requires that students be in attendance each school year for the number of days school is in session (IC 20-33-2-5). Student attendance becomes a part of the student's school transcript.
Should a student have 10 or more unexcused absences during the school year, he/she is considered a "habitual truant" (IC 20-33-8-12).
Should a parent not send a child to school because the student is ill, he/she must provide a written note of explanation to the school within 24 hours; after **four** consecutive absences a physician note is required upon the student's return to school. Please note a parent phone call does <u>not</u> meet the definition of an excused absence. If the student's illness is due to either chronic/long term physical or psychological incapacity, the parent/guardian must by law (IC 20-33-2-18) have student's physician complete a Letter of Student Incapacity (INDOE form) no later than 6 days from the date of the school's request. SCEC may request completion of a Letter of Incapacity by student's physician after 8 unexcused school absences.
In order to meet Federal Every Student Succeeds Act and State mandates, a student must <u>not</u> be absent more than 9 days in one school year. The only school absences that are exempt (do <u>not</u> count against student attendance) by law (IC 20-33-15.7-17), are as follows:

1. Student service for precinct election board or a political candidate or parties (student must provide parent's written permission of verification to school administration, as well as, the performance of services to be provided by student signed by political leadership one week prior to event).
2. Student serving as a witness in judicial proceeding, providing proof of issued subpoena to appear in court to school administration.
3. Student serving duty in the National Guard, (no more than 10 days); providing written order to school administration.
4. Student serving duty with Indiana wing of civil air patrol (no more than 5 days: providing written order to school administration.
5. Student participation in educationally related non-classroom activity (specifically defined meeting criteria per law and submitted in writing and approved by school Principal two weeks prior to activity.

Additionally, student absences are exempt if the student is:

6. Suspended from school
7. Expelled from school
8. Placed into Juvenile Service Center or incarcerated

The school Attendance Officer, city/town Sheriff, Marshal or Police Officer in Indiana may take into custody any child required to comply with State student attendance laws who is found during school hours not accompanied by a parent or with any individual who is not at least 18 years of age and a blood relative of parent, whereby the student is in a public place or public or private conveyance of place of business open to public (IC-20-33-2-23).

Any student who is a habitually absent from school (more than 9 days) may be reported to Juvenile Services (students aged 13 through 18 years) or Child Protective Services (students aged 12 years and under) per law (IC 20-33-2-26).
Per State law (IC 20-33-2-27) it is unlawful for a parent to fail to ensure that his/her child attends school as required by law. Non-compliancy by parent through enforcement of student attendance laws is noted under (IC 20-33-2-26, 27,28). In such case where parent non-compliancy is established, either one or both may occur: 1) Parent referral to Child Protective Services; 2) Parent referral to Adult Courts.

A student may only be sent home at the approval of the school nurse or building administrator. A call from the student to his/her parent/guardian to be picked up from school due to self-report of illness is not considered an approval for dismissal from school. Students are not to call/text from personal cell phones requesting parent pick up due to illness. Student non-compliance can result in a disciplinary referral.

A student may be excluded from school when not in compliance with school immunizations (IC 20-34-4-5). Exclusion from school is not an exempt student absence.

*Please note that an absence which is not **exempt** by State law, whether excused or unexcused, is counted as a school absence.*

## SCEC STUDENT ATTENDANCE PROTOCOL

The School City of East Chicago expects that all students and his/her parents or guardians to abide by Indiana student attendance laws. The following student attendance protocol is in effect district-wide:

| Number of Absences | Action to be Taken | Special Notation |
|---|---|---|
| 1-3 | Phone call home from school | It is the responsibility of every parent or guardian to provide current phone number to the school. Should a phone number change parent or guardian must notify school office immediately of new phone number. |
| 4-5 | Written notice by mail sent home from school<br><br>Parent attendance at mandatory School Attendance Informational Meeting | It is the responsibility of every parent or guardian to provide current home address to the school. Should a student's address change, the parent or guardian must notify school office immediately of new home address. Parent failure to comply will not be an excuse for initiating student disciplinary action. It is also the parent's responsibility to attend the School Attendance Workshop. Failure to attend will result in a referral to the East Chicago Police Department. |
| 6-7 | School staff-administration/parent/student meeting held and signing of student attendance contract | It is the responsibility of every parent or guardian to respond within 1 week of notice to schedule an |

| | | |
|---|---|---|
| | School staff may make a home visit to student's last known address<br><br>SCEC may request an IN Dept. of Education Letter of Incapacity form be completed by student physician | attendance meeting with attendance staff.<br><br>It is the responsibility of every parent or guardian to provide current home address to the school. Should a student's address change the parent or guardian must notify school office immediately of new home address.<br><br>Parent failure to comply will not be an excuse for initiating student disciplinary action. |
| 8-9 | Certified letter home to parent<br>School staff may make a home visit to student's last known address | It is the responsibility of every parent or guardian to provide current home address to the school. Should a student's address change the parent or guardian must notify school office immediately of new home address. Non-notification to school of changed address is not an excuse for not receiving certified letter or not picking up letter from Post Office.<br><br>Parent failure to comply will not be an excuse for initiating student disciplinary action. |
| 10 -19 | Student Referral to any one of the following is applicable:<br>• Student may be placed on School Social Probation<br>• Student athletes or students participating in extra-curricular activities will not be permitted to participate in competitive athletic or extra-curricular school events<br>• Students aged 12 years or below – Child Protective Services referral<br>• Students aged 13 years or more – Juvenile Court referral | The building administration or designee may choose from any one or combination of the actions listed. |

## EARLY PICK-UP

When picking students up early from school, students must be signed out in the main office. The individual picking up the student must be the legal parent, guardian, or approved person and must present proper identification. To minimize instructional disruptions, early pick-ups must be limited to doctor's visits and/or emergencies. The student returning from a doctor's appointment must present a note from the doctor. Excessive unexcused early pick-ups will be reported to proper authorities.

## ARRIVAL

Students are expected to be in the classroom ready to learn by the start of the school day.

## DISMISSAL

The academic day ends at 3:00 p.m.. Students are expected to be picked up on time. Excessive or repetitive late pick-ups will be reported to the proper authorities to include the Indiana Department of Child Services (DCS).

## SCEC SCHOOL TARDIES

Student's timely attendance to school every day is essential. When a student is late to school he/she misses important educational learning instruction. When a child is late to class it not only impacts the child, but also disrupts the learning environment for every other student within the classroom. It is the responsibility of parent/child to be on time every day. Research supports that students who are frequently late to school are at higher risk of becoming habitually truant in their later school career. Ultimately the child is more likely to become disengaged from school resulting in choosing to drop out of school.

**All students traveling to school via personal transportation who are tardy to school, must have his/her parent or legal guardian accompany them to the school office to be signed into the school.**

School administration may choose from any one or combination of the below for students who are habitually tardy:
**1-4 tardies** within the school year:

- Student's parent/guardian will receive a phone call home

**5-8 tardies** within the school year:
Parents provided a telephone call of students reaching 8 tardies.

- Student given after school detention
- Student meeting with building administration
- Student/parent meeting with building administration
- Student/parent written contract developed by school administration
- Student placed on social probation for quarter

**9-15 tardies** within the school year:
Parents provided a written notice of students reaching 15 tardies.

- Student placed on social probation for semester
- Attendance Officer home visit to student/parent

**More than 15 tardies** within the school year:

- Student/parent referral to the Indiana Department of Child Services or Juvenile Justice System Services.

## SCEC STUDENT DRESS CODE

Fully realizing that dress, appearance and grooming change continuously, the administration reserves the right to determine what is appropriate. The determination will be based on whether a student's dress, appearance, and grooming may create health, sanitation, safety or disruptive attention to the student population, thereby affecting the educational climate of the school.
School District colors and dress codes are as follows:

- All visible clothing must be a solid, red, white, navy blue, or khaki.

- Solid navy blue, red or white colored shirts.
    - Collared tops (long or short sleeved)
    - Sweaters or sweat shirts <u>without hoods</u> may be worn over collared shirt
    - Tank tops, brief shells, tube tops, halter-tops and sleeveless shirts may not be worn.
    - Tops that are unbuttoned and exposing the body may not be worn.
- Solid navy or khaki pants/shorts (shorts must be at least finger-tip length with arm extended downward).
    - Cut or torn clothing, body suits, leotards, miniskirts, and questionable fitting skirts/pants seat pants/nylon athletic pants and/or spandex may not be worn.
- NO logos or insignias other than official recognized designer labels may be worn on clothing
- Clothing, tops or bottoms, must not be oversized or excessively long, baggy/saggy, obscene, see-through, excessively tight, or worn in such a way that under garments are exposed, may not be worn.
    - Shirts must be worn tucked into the pants/shorts.
    - Pants/shorts be worn at the waistline or a belt will be required to assure pants/shorts are gathered at the waistline.
- Belts, shoes, shoelaces and socks must be solid colored according to the Uniformity of Colors Policy – which may include black or brown.
- No hats may be worn within the school building.
- No scarves, rollers/curlers, gloves or sunglasses may be worn within the school building.
- Outer garments (coats, hoodies, and jackets) may not be worn within the school building and exceptions are subject to building administrator's approval.
- Jewelry and accessories that do not contribute positively to the learning environment or are disruptive to the learning may not be worn. The wearing of earrings is subject to the school administrator decision.
- Bare feet, house shoes, scuffs, heelies, skate shoes, flip-flops or footwear disruptive to the school environment *may not be worn*.
- Any item of clothing or accessories or hairstyles that may represent an affiliation with an organization or group not recognized by The School City of East Chicago may not be worn on school grounds or functions.
- Hair that is sculptured, cut or styled in a way that is disruptive to the learning environment may not be worn and is subject to administration decision.

**Exceptions to the Dress Code:**
The Dress Code need not be worn at extracurricular athletic, academic, dramatic, or musical events or ceremonies, unless required by the staff member supervising the event. Other appropriate clothing requirements may be made for such events by faculty sponsors and/or Principal.
The Dress Code need not be worn during physical education classes but appropriate gym attire will be required.
Further exceptions to the dress code may be determined and implemented by the administration on an as needed/determined (e.g., dress-up day, school spirit day, sanctioned groups or clubs, legitimate religious or ethnic dress).

**Student Uniform Resources:**
Parents may contact their child's school Parent Liaison or school social worker/counselor for assistance in securing appropriate student uniform items.

**Dress Code Violation Consequences:**
Building administration/designee may choose any one or combination of the below actions:

- Student meeting with administration and verbal reprimand
- Student change of or removal of inappropriate clothing/items
- Parent contact and/or Conference
- After school detention
- In-school suspension
- Out-of-school suspension
- Multiple days of out-of-school suspension
- Parent/student written contract of dress code expectations with building administration – with any future violations subject to higher levels of discipline.

## ACADEMICS

Student recognition of academic achievements may take multiple forms. Students can be recognized verbally, through grades earned, a parent/guardian acknowledgment, periodic awards assemblies, and bulletin board announcements to name a few examples.

## PARENT MONITORING OF STUDENT STATUS

Parents are strongly encouraged to visit the school website where they can continuously monitor the status of their child's grades, attendance, and behavior. Just go to www.scec.k12.in.us and click on the "parent tab" and use the drop down menu and click on Regional Data Services' "RDS parent access". For additional assistance please contact your school's parent liaison for assistance.

## STUDENT HOMEWORK

**Parents and teachers should be partners in the education of students. Their cooperative efforts in assigning and monitoring homework can provide an opportunity to strengthen this educational partnership.**
Parents and teachers should be partners in the education of students; their cooperative efforts in giving assignments and monitoring homework can provide excellent opportunity to strengthen this educational partnership.
Homework is an out-of-class assignment and should be related to the core standards. **Teachers assign homework that is intended to be a review of the skills taught in the classroom and should be able to be completed independently by the student.**
Cooperation by parents is a necessary factor; they need to encourage their child(ren) by showing interest and exhibiting helpful attitudes toward homework.
Each parent/guardian has the responsibility to help their child develop good work and study habits. The student should take good care of the books and other materials assigned to him/her for homework. **Parents are asked to provide a quiet space and check to see that homework is completed. Students are expected to complete and return HOMEWORK by the expected due date.**

### Positive Behavior Supports

Positive Behavior Supports (PBS) is an evidence-based, proactive, and inclusive approach for reducing undesirable behaviors and increasing desirable behaviors. PBS is a whole-school approach that provides students with motivation to exhibit behaviors that are safe, respectful, and responsible. Additionally, students are taught these behaviors and character traits through several evidence-based curriculums. At the building level, students are supported with a variety of interventions that reward positive behaviors which, in turn, helps to minimize the use of punishment as a behavior management tool. In the learning environment, staff use and support PBS in several ways. First, staff use proactive, evidence-based behavior management systems that reward students who exhibit positive behaviors. Second, staff teach students positive behaviors through evidence-based curriculums like Character Plus and Skillstreaming. Finally, staff can work in conjunction with specialists in the district to develop more individualized PBS-based support plans for students or classes when necessary.

## Restorative Justice/Restorative Practices

## Description

Restorative justice is an effective alternative to punitive responses to wrongdoing. Inspired by indigenous traditions, it brings together persons harmed with persons responsible for harm in a safe and respectful space, promoting dialogue, accountability, and a stronger sense of community. Restorative justice is a way of thinking that can be used as a tool to assist in resolving issues that occur in elementary schools.
We have started the process of restorative practices in SCEC schools. Some of the restorative strategies include classroom circles. The students and adults who are involved in the issue at hand sit in a circle, to generate shared values, resolve conflicts or discuss celebrations. A circle may serve as a short check-in and check-out process at the beginning and end of class. As the need arises, there may be healing/conflict-resolution, grief, or celebration circles.
Our desire is to teach and empower our students to talk and verbally express their ideas instead of resolving conflicts through physical means. Furthermore, students and adults who are involved in this process work toward resolving the issue. The consequence that is determined in the circle is accepted by the school community because students and staff have had a voice in how to repair the 'damage' caused by wrongdoing.
As a result of restorative practices we have seen a reduction in suspensions and in increase of time on task in the classroom. We will continue to develop restorative practices in our schools and provide opportunities to participate in restorative practices as an alternative consequence to progressive discipline practices included in our handbook.
Some schools in the district have a specific restorative justice (RJ) program as a potential alternative to punitive discipline. This is a hybrid program that incorporates restorative practices as well as small group, social emotional instruction. In this program students spend 1-3 days in a non-traditional classroom where they are exposed to restorative methods of problem solving as well as instruction on specific social skills that might be leading to behavior challenges. For example, this skills can include; apologizing, dealing with someone else's anger, asking permission, or responding to teasing. The criteria and guidelines for this program are detailed below.

https://www.edutopia.org/blog/restorative-justice-tips-for-schools-fania-davis

**RJ Programming Guidelines**:

The Restorative Justice (RJ) program is a targeted intervention that provides an alternative to suspension through evidence-based, tier 1 & 2 supports. Not all buildings in the district have an RJ program, but those that do will follow these programming guidelines:

- After administrators notice a pattern of repeated behavioral infractions, a student will be considered for placement into RJ. Placement into RJ is not automatic in lieu of suspension or available as an option in every instance requiring a punitive consequence. In some instances, both suspension and placement into RJ can be assigned.

- Students assigned to RJ will not immediately start their time in the RJ class. The RJ staff needs time to schedule students appropriately, plan targeted instruction, and gather academic work from their teachers. In the elementary programs, there may be a 1-2 day delay before starting, and 2-3 days at the middle and high school. Additionally, days spent in the RJ program will not be consecutive. For example, if a students is assigned 3 days of RJ they may spend Monday, Wednesday, and Thursday of the same week in RJ or even have days separated by a weekend or holiday.
- When a student is assigned to the RJ program, parents will be notified and the student will be assigned between 1 and 3 school days in the RJ class where they receive targeted social skills training (Skillstreaming), character education (Character Plus), and restorative practices like small impromptu conversations and restorative circles to build rapport and discuss behaviors.

- When assigned to RJ, students will spend the entire school day in the RJ room. Students will be provided with lunch in RJ and will have time to eat. Students will not be allowed to attend events or "specials" like art, music, gym, etc. Students with special needs will have access to related services required in the IEP, as well as accommodations and modifications required in the IEP. The TOR is responsible to provide a copy of the student's IEP at a glance to the RJ teacher and to inform related service providers that the child is assigned to RJ for the day.

- Students will spend about half of their day (3 nonconsecutive hours) in RJ keeping up with their academic coursework and the rest of the time actively participating in the aforementioned social emotional instruction and interventions. The RJ staff will responsible for obtaining the academic work from the student's teachers.

- One day a week the RJ classroom will not have any students in attendance and the instructor and paraprofessional will "push-out" into the building to: check-in with students who have recently been in the RJ class, work with small groups of students in restorative circles, work with classroom teachers to help them incorporate social emotional learning, restorative practices, and character education into their daily instructional practices. This effort is to promote "skill transference" or "generalization" of the new social emotional skills they learn in the RJ class. RJ instructors will also spend time on these days contacting the parents of recent RJ students to inform them of their student's progress.

- RJ assignment will be entered into the RDS system by administrators and will available for parents and staff to view under the "discipline" tab.

- The total number of days in RJ will not exceed 10. If after 10 days the same pattern of behavioral infractions continues, other approaches and/or evidence based interventions will be considered. Students with special needs who are approaching 10 days in RJ will have a case conference called to determine if a change in placement is appropriate. Additionally, the case conference committee must ensure that appropriate functional behavior performance information and current positive behavior supports relevant to behavior needs are included in the IEP.

- While in RJ, a student is expected to follow all the district, building, and classroom rules and expectations. RJ classroom management plans will incorporate positive behavior supports and restorative approaches to discipline, but students who do not respond to these interventions and consistently disrupt the learning environment will be removed from RJ. Students who are removed from RJ for consistently disrupting the learning environment will not be allowed to return to RJ for the remainder of that RJ assignment period and building administrators will determine the consequence and course of action. Students who are removed from RJ in this way more than 2 times will not be allowed to return to the RJ program until a team meeting is held with the student, student's parents, building administrators, RJ staff, RJ coordinator, and (if applicable) a special education administrator.

## STUDENT DISCIPLINE

Discipline occurs when a student's behavior is not responsive to initial attempts to positively respond to PBS strategies through re-directing his/her actions. When the student chooses to act irresponsibly with contempt to redirection, the student has then moved from committing a minor offense to a major offense. Consequently, the student progresses to a higher level of intervention that includes disciplinary action.

The use of discipline is understood in the context that we all make mistakes as we learn and grow. The desire is to instruct, to guide, and to help children to order themselves from the inside rather than having to impose order on the student from the outside. As we teach our children to behave responsibly, we must remember to balance our expectation for obedient behavior with our expectation for responsible behavior. Ultimately, our concern is to nurture our students to act with integrity, wisdom, kindness, and compassion when there is not external force holding the student accountable for what they do. Thus the student can become a strong positive civic member of our larger community.

When student discipline is needed it is viewed in the context of being responsible for one's behavior. Therefore, when a minor behavior violation turns into a major behavior violation, student discipline is determined by your child's building administration through the framework of consequences established within the PBS structure and student code of responsible behavior.

### DAMAGE to ELECTRONIC EQUIPMENT

Students who misuse or damage ANY technological device that is property of the School City of East Chicago will receive an itemized bill for the damage. Students, parents or guardians will be financially responsible for reimbursing SCEC to replace or repair the damaged item or items.

# CODE OF RESPONSIBLE BEHAVIOR

## DUE PROCESS

Due process of law will be provided to students in all discipline matters. This will include the opportunity to be informed of the provisions of the code or other school regulations or procedures allegedly violated, together with evidence to support the charge. Students will be given an opportunity to respond. When considering the action to be taken, the following will always be reviewed:

- Age of the student.
- Grade level of the student
- Frequency of the misconduct
- Seriousness of particular misconduct
- Attitude of the student
- Degree of cooperation of the student

Any student recommended for expulsion shall be entitled to have the legal procedures provided by law followed prior to any decision being made as to that expulsion.

Effective teaching of responsible behavior and self-discipline takes time because it requires an interaction with the student to:

- show them what they have done wrong,
- give them ownership of the problem,
- help them find ways of solving the problem, and
- leave their dignity intact.

In many cases, this will require the student to not only take ownership for the problem that has been created and fix what was done (restitution); this process will also require the student to figure out how to keep it from happening again (resolution) and to heal the person or persons harmed (reconciliation).

## SPECIAL EDUCATION STUDENTS

Students who have a disability or those who are suspected of having a disability will be afforded procedural safeguards in accordance with State and Federal Regulations. The students' Individual Educational Programs, including Behavior Intervention Plans, will be implemented prior to significant disciplinary action.

## BEHAVIORS AND CONSEQUENCES

The following listing of behaviors is not intended to be all-inclusive and is not limited to this listing. Rather, this is a general list of behaviors that ***do not*** meet the expectations for responsible behavior set forth as the standard by the school district. Students will be subject to disciplinary action at any time that their behavior is inappropriate, disruptive, illegal, or in violation of school rules.

The following list of consequences represents the range of consequences generally assigned. Based on the severity of the situation, the consequences assigned could actually be more or less severe than those listed. The final determination of consequences will be left to the judgment of the principal/vice principal, who will take into consideration the results from further investigation and evaluation of all relevant facts.

**Note: Parent contact is required as a part of the administration of all consequences in this code.**

## ACADEMIC DISHONESTY

A student must not intentionally or knowingly help or attempt to help another to commit an act of academic dishonesty.

**ARSON** is the act of setting fire to the school or any part of the school or school premises.

| Consequences |
|---|
| • Police contact<br>• 5-10 Days of Out-of-School Suspension<br>• EAP<br>• Risk Assessment<br>• Restitution<br>• Expulsion |

## BEHAVIOR - CAFETERIA

Appropriate Cafeteria Behavior is behavior that ensures a clean and comfortable environment for all, students while they eat. Students should stay in their seat, use indoor voices and throw away their own garbage.

## BEHAVIOR - CLASSROOM

Inappropriate **Classroom Behavior** is any combination of actions that interfere with, disrupt, or create disorder to the extent that instruction cannot take place.

| Consequence One | Consequence Two | Consequence Three |
|---|---|---|
| • Verbal Reprimand<br>• Parent Contact | • Detention<br>• Loss of Privileges | • 1-3 Days Out-of-School Suspension |

## BEHAVIOR - HALLWAY

Inappropriate **Hallway Behavior** includes any action that becomes an interruption or distraction during instruction. This includes yelling and screaming during passing periods. Students may not be in academic hallways during class time without a pass from a staff member.

| Consequence One | Consequence Two | Consequence Three |
|---|---|---|
| • Verbal Reprimand | • Detention | • Isolation During Lunch |

## BEHAVIOR: LARGE GROUP ACTIVITIES

Inappropriate **Behavior at Large Group Activities** includes any activity that interferes with or takes attention away from the large group activity being conducted.

| Consequence One | Consequence Two | Consequence Three |
|---|---|---|
| • Verbal Reprimand<br>• Removal from Group | • Detention<br>• Loss of Privileges<br>• Removal from Group | • Loss of Privileges<br>• 1–3 Days Out-of-School Suspension |

## BOMB THREAT

Bomb Threat includes any act that indicates the presence of a bomb or other destructive material when in fact there is none.

| Consequences |
|---|
| • Police Contact<br>• 5-10 Days Out-of-School Suspension<br>• Restitution<br>• Expulsion |

### SCEC ANTI-BULLYING PROTOCOL

Bullying, inclusive of using electronic means, is prohibited by SCEC. This covers whether a student is:

- On school grounds during school day
- Immediately before/after school when on school grounds
- Traveling to or from school or school sponsored activity, function or event
- Any other time when the school is being used by a school group
- Off school grounds at a school activity, function or event
- Using property or equipment provided by the school
- Or use of electronics/equipment /written – verbal communication off school grounds that targets a student or group of students or staff causing harm to another person as defined by State Bullying definition or a disruption of normal school environment/functions.

- Or use of electronics/equipment or/written – verbal communication on school grounds that targets a student or group of students or staff causing harm to another person as defined by State Bullying definition or a disruption of normal school environment/functions.
- Or use of electronics/equipment/written –verbal communication on or off school grounds that is contrary to school/district mission statement(s).
- Any off-campus speech/written communication/electronic transmissions/behavior that is defined under bullying and/or cyber-bulling that disrupts the school environment may result in student being disciplined in school.

Bullying per Indiana law (IC 20-33-8-0.2) means overt, repeated acts or gestures, including (1) verbal or written communications transmitted; (2) physical acts committed; or (3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and his/her property. This section may not be construed to give rise to a cause of action against a person or school corporation based on an allegation of noncompliance with this section. Noncompliance with this section may not be used as evidence against a school corporation in a cause of action.

In addition to the above behaviors associated with bullying, SCEC also prohibits the sending of sexually explicit images or messages through social media among students. This includes the transmission of sexually explicit messages/images which originate while on or off school property that targets a student/staff and causes disruption to the normal school environment or functions or is violation of the school/district mission statement. Transmission of pornographic material is against the law. A student 18 years or older in possession of or distributing sexually explicit images of another person under the age of 18 years is considered to have committed a criminal offense and in addition to prosecution can be placed on the Adult Child Predator list via Indiana Dept. of Law Enforcement. A student at any grade level will face disciplinary action associated with the transmitting of sexually explicit images or messages under the above described circumstances.

In addition to the above behaviors associated with bullying, SCEC also prohibits Hazing. Hazing is defined as when any person knowingly requires the performance of an act by a student or the acquiescence to an act for the purpose of induction into, admission into , affiliating with, or hold office in or maintaining membership in any group, organization, society, club, or athletic team whose member are or include other students.

It should be noted that bullying/cyber-bulling disciplinary actions are dependent on the severity of act(s) and frequency of act by the bully, previous intervention attempts/actions by administration to address bullying by student, and therefore allows building/district administration to determine appropriate disciplinary actions to be taken.

Please be informed that in order to successfully address bullying/cyber-bullying it is the responsibility of schools, students, parents/families and the community to work together to effectively reduce the incidents of bullying in our schools and community.

The use of social media applications to create or communicate negative messages can negatively impact the safety and security of the students, staff, and school. This activity may result in the initiation of a bullying investigation, which if substantiated, will have appropriate disciplinary consequences.

**Student(s) Targeted by Bully(ies):**

A school administrator may utilize one or a combination of the below intervention for a student who has been targeted by a bully or who has been adversely impacted through witnessing or attempted to interrupt an act of bullying:

- Will have his/her parent notified by building administrator and a meeting will be held with student/parent(s) and administrator to discuss confirmation of bullying incident.
- School staff will monitor targeted student with higher frequency when in close proximity to bully
- School staff will provide targeted student with support of school social worker/counselor to monitor student's social/emotional status and provide student with life/social skills to discourage future incidents of victimization.
- School staff will provide student a peer buddy(ies) in order that student does not feel isolated when in peer group settings.
- School staff will adjust the targeted student's daily schedule to decrease the likelihood he/she will have unsupervised contact with bully
- School staff will adjust targeted student's class schedule in the case the student is in the same class or multiple classes at the secondary level.
- School staff will inform parent(s) of available informational workshops on the dynamics of bullying.

| Consequence One | Consequence Two |
|---|---|
| • Social Work Intervention<br>• Parent Contact<br>• 1-5 Days Out-of-School Suspension<br>• Possible Expulsion | • Parent Contact<br>• 6-10 Days Out-of-School Suspension<br>• Possible Expulsion |

## CONSUMPTION OR POSSESSION OF FOOD OR DRINK IN UNAUTHORIZED AREAS

Students may only consume food or drink in the cafeteria/designated areas. This includes beverages that are carried in and consumed from portable water bottles.

| Consequence One | Consequence Two | Consequence Three |
|---|---|---|
| • Verbal Reprimand<br>• Confiscation | • Verbal Reprimand<br>• Confiscation<br>• Loss of Privileges | • Verbal Reprimand<br>• Confiscation<br>• Loss of Privileges<br>• Detention |

**DRUGS/ALCOHOL:** Selling, purchasing, possessing, consuming or distributing alcohol, illegal drugs, or controlled substances is prohibited. Participating in a plan to sell, purchase, process, possess, consume, or distribute these substances is also prohibited –including prescription medication prescribed for someone else. Being under the influence of alcohol, illegal drugs, or any controlled substance or any prescription medication prescribed for someone else is prohibited. The possession of look-alike drugs or the intention to do any of the aforementioned on school property or at any school-related activity or event, or while traveling to or from school or any school-related activity or event, is a violation of this rule and is prohibited.

| Consequence One | Consequence Two |
|---|---|
| • Parent Contact<br>• Police Contact<br>• 3-10 Days Out-of-School Suspension<br>• Social Work Referral | • Parent contact<br>• Police Contact<br>• 10 Days Out-of-School Suspension<br>• Expulsion |

## DRUG PARAPHERNALIA

Selling, purchasing, possessing, distributing, participating in a plan to sell, purchase, possess, or distribute drug paraphernalia includes items associated with illegal drugs including rolling papers, pipes, clips, and hypodermic needles. Possession of paraphernalia while at school or at any school-related activity or event, or while traveling to or from any school-related activity or event is a violation of this rule and is prohibited.

| Consequence One | Consequence Two |
|---|---|
| • Police Contact<br>• 3-5 Days Out-of-School Suspension<br>• Expulsion | • Police Contact<br>• 10 Days Out-of-School Suspension<br>• Expulsion |

## ELECTRONIC DEVICES

Electronic devices such as cell phones, pagers, CD players, handheld games, etc. are prohibited on school property, which includes school buses and bus stops. If a student is found to be in possession of such a device, the item will be confiscated and will only be released directly to a properly identified parent/guardian who comes to school wishing to reclaim it before 3:00 in the afternoon on any day of the week. Cell Phone use or having a cell phone visible in the school building is strictly prohibited and could result in an After School Detention. The staff member will take the cell phone and give it to a clerk in the office for parent pick up. Refusal to hand over a cell phone or other device could result in suspensions. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device is strictly prohibited and possessing such items could be grounds for expulsion. SCEC administrators and staff are not responsible for lost or stolen electronic equipment.

**FALSE ALARMS** are the actions of setting off an alarm when there is no fire or emergency; such behavior is prohibited.

| Consequence One | Consequence Two |
|---|---|
| • Police Contact<br>• 5-10 Days Out-of-School Suspension<br>• Restitution<br>• Expulsion | • Police Contact<br>• 10 Days Out-of-School Suspension<br>• Restitution<br>• Expulsion |

**FIGHTING (BRUISING, ASSAULT, BATTERY)** includes those instances in which harmful or offensive contact occurs with another person or the apprehension that harmful or offensive contact with another person will occur.

| Consequence One | Consequence Two | Consequence Three |
|---|---|---|
| • Parent Contact/Conference Held<br>• 1-5 Days Out-of-School Suspension<br>• Verbal Reprimand | • Parent Contact<br>• 5-10 Days Out-of-School<br>• Suspension | • Parent Contact<br>• 10 Days Out-of-School Suspension<br>• Expulsion |

**FIGHTING (PUSHING AND SHOVING)**
Fighting includes those instances in which a verbal confrontation moves to the level of pushing and shoving. **Fight instigation** includes those instances in which a student or students motivate, encourage, plan, continue, or fail to stop fighting.

| Consequence One | Consequence Two | Consequence Three |
|---|---|---|
| • Parent Contact<br>• Detention<br>• Verbal Reprimand | • Parent Contact<br>• 1-3 Days Out-of-School Suspension | • Parent Contact<br>• 3-5 Days Out-of-School Suspension<br>• Expulsion |

**FORGERY/DECEPTION/MISUSE** is the alteration or falsification of documents (i.e., passes or permission slips) or signatures.

| Consequence One | Consequence Two | Consequence Three |
|---|---|---|
| • Detention<br>• Loss of Privileges | • 1-3 Days Out-of-School Suspension | • 3-5 Days Out-of-School Suspension<br>• Expulsion |

**GAMBLING**
Playing any games in which money or items of value can be won or lost is not permitted on school premises.

| Consequence One | Consequence Two | Consequence Three |
|---|---|---|

| | | |
|---|---|---|
| • Confiscation<br>• Detention<br>• Loss of Privileges<br>• Parent Contact | • Confiscation<br>• Parent Contact | • Confiscation<br>• 1-5 Days Out-of-School Suspension |

**GANG-RELATED ACTIVITIES** Involvement in gangs or gang-related activities is strictly prohibited. No student on or near school property or at any school activity may: show, wear, possess, use, display or sell any clothing, jewelry, emblem, image, symbol, signing, or other things that may be viewed as evidence of membership or affiliation in any gang. This includes any badge, symbol, or sign that maybe present in the student's notebook or other personal possession while on school grounds or at a school-related activity. No membership or affiliation in a gang. No student shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to: soliciting others for memberships in any gangs; requesting any person to pay for protection or otherwise intimidating or threatening any person; committing any other illegal act or other violation of school policies; inciting other students to act with physical violence upon any other person.

| Consequence One | Consequence Two |
|---|---|
| • Police Contact<br>• Parent contact<br>• Social Work Intervention<br>• 1-5 Days Out-of-School Suspension<br>• Possible Expulsion | • Police Contact<br>• Parent Contact<br>• 6-10 Days Out-of-School Suspension<br>• Possible Expulsion |

## HARASSMENT: SEXUAL, ETHNIC, RACIAL, GENDER, OR RELIGIOUS

**Sexual Harassment is prohibited**:
• Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any student to another
student, or when made by a student to an employee.
• Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
• Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee/
student has indicated, by his or her conduct or verbal objection, that such conduct is unwelcome.

**Note: An employee or student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.**

**Sexual harassment** may include but is not limited to the following:

- Verbal harassment or abuse. Repeated remarks to a person with sexual or demeaning implications.
- Unwelcome touching.

- Pressure for sexual activity.
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, or promotion.

**Ethnic, Racial, Gender, or Religious Harassment is prohibited:**

• **Ethnic, racial, gender, or religious harassment** may include but is not limited to the following:

- Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, race, national origin, religious beliefs, or disabilities directed toward a fellow student, staff member, or other person associated with the Corporation; or conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation.
- Non-verbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting

or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation.

- Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the Corporation.

**Specific Prohibitions**

- It is sexual harassment for a non-administrative, non-supervisory employee or a student to subject another such employee or student to any unwelcome conduct of a sexual nature. Employees or students who engage in such conduct shall be subject to disciplinary actions prescribed by Board Policy or the Student Due Process Procedures.

Student and Employee Responsibility

- Anyone who believes that a violation of the Corporation's harassment policy has occurred is encouraged and has the responsibility to address and/or report the alleged violation immediately in a manner consistent with Corporation

Guidelines. All complaints shall be handled in the manner outlined in the School City of East Chicago Board Policy and

Administrative Guidelines.

**Complaint Procedures**

- All complaints shall be handled in the manner outlined in the School City of East Chicago Board Policy and Administrative Guidelines.
    - Harassment of any kind should be immediately reported to the classroom teacher, assistant principal, or principal and a full report of the incident completed.

**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 actions consistent with Board policy.

| Consequence One | Consequence Two |
|---|---|
| • Parent contact<br>• Social Work Intervention<br>• 1-5 Days Out-of-School Suspension | • Police Contact<br>• Parent Contact<br>• 6-10 Days Out-of-School Suspension |

**INAPPROPRIATE LANGUAGE OR GESTURES DIRECTED TOWARD STUDENTS** includes behaviors and actions directed toward students that are reasonably considered profane, vulgar, lewd, or obscene and are prohibited.

| Consequence One | Consequence Two | Consequence Three |
|---|---|---|
| • Verbal Reprimand | • Parent contact<br>• Detention<br>• Loss of Privileges | • 1-3 Days Out-of-School Suspension |

**INAPPROPRIATE LANGUAGE OR GESTURES DIRECTED TOWARD STAFF** includes behaviors and actions directed toward staff members that are reasonably considered profane, vulgar, lewd, or obscene and are prohibited.

| Consequence One | Consequence Two | Consequence Three |
|---|---|---|
| • Parent contact<br>• Detention<br>• 1-3 Days Out-of-School Suspension | • 1-5 Days Out-of-School Suspension<br>• Social Work Intervention | • 6-10 Days Out-of-School Suspension |

**INAPPROPRIATE USE OF TECHNOLOGY:** Telecommunications devices capable of taking and/or transmitting digital photographic images can create a risk factor in locker rooms, restrooms, private areas, and other locations where students and/or staff have a reasonable expectation of privacy. Because of their capacity to be used to carry out acts of academic dishonesty, use of telecommunications devices for the purposes of taking digital photographic images in the school is strictly prohibited.

| Consequence One | Consequence Two |
|---|---|
| • Parent contact<br>• 1 – 5 Days Out-of-School Suspension | • 6-10 Days Out-of-School Suspension<br>• Possible Expulsion |

**INSUBORDINATION AND/OR DISRESPECT** includes those behaviors by which students refuse to respond to or follow the directions of staff members and/or act disrespectfully toward staff members. Examples of this kind of behavior include but are not limited to: leaving a classroom without permission or obstructing staff in the performance of their duties.

| Consequence One | Consequence Two | Consequence Three |
|---|---|---|
| • Parent contact<br>• Detention | • 1-3 Days Out-of-School Suspension | • 1-5 Days Out-of-School Suspension<br>• Social Work Intervention |

| | | |
|---|---|---|
| • Verbal Reprimand | | |

**LIBEL** AND/OR **SLANDER** are two different but similar forms of defamation. **Libel** consists of printed communication whereas slander consists of oral communication. The actions of **Libel** and/or **Slander** consist of a false statement that is printed or broadcast about an individual that brings that person into public ridicule, contempt, or hatred, or inflicts injury to his or her person, occupation, or business. Libel and slander are prohibited.

| Consequence One | Consequence Two | Consequence Three |
|---|---|---|
| • Loss of Privileges<br>• 1-3 Days Out-of-School Suspension<br>• Parent Contact | • 3 – 5 Out-of-School Suspension | • 6-10 Out-of-School Suspension<br>• Expulsion |

**LITTERING** includes those behaviors that cause an area to be in disorder or in an unsanitary, unhealthy condition.

| Consequence One | Consequence Two | Consequence Three |
|---|---|---|
| • Clean Up After Oneself | • Clean Up Designated Area | • Loss of Privileges |

**LOITERING**, gaping, cheering, or obstructing the vicinity of a fight is prohibited

| Consequence One | Consequence Two | Consequence Three |
|---|---|---|
| • Parent contact<br>• Verbal Reprimand | • Detention | • 1-3 Days Out-of-School Suspension |

**LOCKERS** are provided to students, and a locker remains the property of the school and may be opened at any time by school officials. It is important for students to keep all valuable possessions at home. Students should not misuse or abuse their lockers, as it will be considered an act of vandalism. The school is not responsible for personal property stolen from lockers. Students should not share their lockers. Please note that the school reserves the right to inspect and search lockers.

| Consequences |
|---|
| • Parent contact<br>• After School Detention<br>• In-School Detention<br>• Out-of-School Suspension |

**MISSED DETENTION** is an instance in which a student fails to serve an assigned detention. Missing a detention may warrant disciplinary action.

| Consequence One | Consequence Two | Consequence Three |
|---|---|---|
| • Parent contact | • Double Detention | • Possible Out-of-School Suspension |

**OBSCENITY** includes those items or behaviors that an average person, when viewing the material or behavior as a whole and applying community standards for children of a relevant age, would find depicts or describes conduct in an offensive way, appeals to prurient interests, and lacks serious literary, artistic, political, or scientific value. Behaviors considered obscene are prohibited.

| Consequence One | Consequence Two | Consequence Three |
|---|---|---|
| • Parent contact<br>• Detention<br>• Loss of privileges<br>• 1-3 Days Out-of-School Suspension | • 3-5 Days Out-of-School Suspension | • 6-10 Days Out-of-School Suspension<br>• Possible Expulsion |

**POSSESSION OR USE OF PORTABLE ELECTRONIC EQUIPMENT:** Students are extended the privilege of possessing cell phones and pagers on school grounds; however, their use is limited to non-school days or after school has concluded for the day. Whenever school is in session, cell phones and pagers may not be used. These devices must be turned to the off position, not be visible, nor be used prior to the end of the school day. This rule is also in effect after school and on school days where a quiet atmosphere is necessary, such as the library, computer labs, detention areas and at public performances. This rule applies to the use of cell phones, pagers, PDA's, laser pointers, CD players, iPods or any other telecommunication device or technological device while the student is in school. SCEC administrators and staff are not responsible for lost or stolen electronic equipment.

| Consequence One | Consequence Two | Consequence Three |
|---|---|---|
| • Confiscation<br>• Parent Pick Up | • Confiscation<br>• Parent Pick Up | • Confiscation<br>• Parent Pick up<br>• Detention |

**PUBLIC DISPLAYS OF AFFECTION** are not appropriate for the school environment. Students should not, under any circumstances while on school grounds or at school functions, show affection to one another in a manner that is immodest and/or draws undue attention to themselves. The faculty and administration feel that such behavior is inappropriate and creates a poor image of our student body. School is an inappropriate environment for affectionate gestures other than the holding of hands. If the administration or faculty feels the situation warrants, students who persist in such conduct will be disciplined.

| Consequence One | Consequence Two | Consequence Three |
|---|---|---|

| | | |
|---|---|---|
| • Loss of Privileges<br>• Verbal Reprimand | • Loss of Privileges<br>• Detention | • 1 Day Out-of-School Suspension |

**THREAT AGAINST OR ATTACK ON A STAFF MEMBER** includes but is not limited to any aggressive or negative gestures, or written, verbal, or physical behavior that places a staff member in reasonable fear of harm to his or her person or property, or that has the effect of threatening, insulting, demeaning, or intimidating any staff member in such a way as to disrupt or interfere with the school and the school environment. Such behavior is prohibited.

| Consequences |
|---|
| • Police Contact<br>• Risk Assessment<br>• 10 Days Out-of-School Suspension<br>• Expulsion |

**TOBACCO PRODUCTS: POSSESSION OR USE OF TOBACCO PRODUCTS** is prohibited. Specifically, the use or possession of tobacco by students at school or at any school-related activity or event, or while traveling to or from school or any school-related activity or event, is prohibited. Tobacco products include: cigarettes, cigars, or tobacco in any other form, including smokeless tobacco that is loose, cut, shredded, ground, powdered, compressed, or leaf tobacco.

| Consequence One | Consequence Two | Consequence Three |
|---|---|---|
| • Police Contact<br>• 1-3 Days Out-of-School Suspension<br>• Confiscation | • Police Contact<br>• 3-5 Days Out-of-School Suspension<br>• Confiscation | • Police Contact<br>• 6-10 Days Out-of-School Suspension<br>• Confiscation<br>• Expulsion |

## TRANSPORTATION

School buses that are used to transport students to and from school-related activities are an extension of the school, and such, students are bound by the State of Indiana Discipline Code, as well as school rules and regulations.

The primary concern when transporting students must be their safety. Any student behavior that may distract the driver and affect his/her skill in driving the bus will result in disciplinary actions ranging in scope from a warning or suspension to a recommendation for expulsion. Students are expected to respect private property in the immediate area of the bus stop and stay off the roadway.

1. Students are to obey the bus driver and to report promptly to the school official when instructed to do so by the bus driver.
2. The bus is an extension of the school, all rules that apply in school also apply on the bus.
3. Students should walk safety in approaching and leaving the bus, and, if necessary, always cross in front of the bus.
4. Students should arrive at the bus stop on time, take their turn, and avoid pushing when entering and leaving the bus.

5. While on the bus, students should be seated promptly in the place assigned by the bus driver, refrain from saving seats, refrain from blocking the aisle, and remain seated.
6. Students shall not tease, scuffle, trip, hold, hit, or use their hands or feet or body in any other objectionable manner.
7. Students shall not move from place to place during the trip.
8. Windows may be opened with the permission of the driver.
9. There is to be No Talking when a bus is near a railroad crossing.
10. Students must not position any body parts outside of the windows.
11. Food consumption, littering, or smoking on the bus will not be permitted.
12. Livestock such as animals, insects, reptiles, and birds will not be transported on the school bus.
13. Wait until the bus comes to a complete stop and the driver has opened the bus door before attempting to get on or off the bus.
14. Help keep the bus clean, sanitary and orderly.

## SCHOOL BUS DISCIPLINARY PROCEDURES

**Minor Violations:**

**1st offense**- Verbal Warning. The bus driver will give a verbal warning and record the student's name, type of violation, date, and time for possible future reference.

**2nd Offense**- Suspension of Riding Privileges. The bus driver notifies the building principal in writing. The principal will take appropriate actions and may suspend riding privileges. The principal will notify the student, parent/guardian, driver, and director of transportation regarding the disciplinary action that was taken.

**3rd Offense**- Suspension of Riding Privileges for the Remainder of the Semester.

The bus driver notifies the building principal in writing. The principal will take appropriate action and will suspend riding privileges for the remainder of the semester. The principal will notify the student, parent/guardian, driver, and director of transportation regarding the disciplinary action that was taken.

**Serious (Major) Violations [including but not limited to the following]:**

1. Possession, use, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.

2. Sale of any of the above, as well as look-alike drugs.

3. In possession of firing, displaying, or threatening use of firearms, explosives (including fireworks), or other weapons.

4. Verbal or physical intimidation and/or fighting.

All of the above will serve as basis for immediate **suspension** and a possible recommendation for **expulsion** from school attendance and **suspension of riding privileges**.

## UNAUTHORIZED PRESENCE IN UNSUPERVISED AREAS

Students may not at any time be present in any unsupervised area without prior authorization from staff. Examples include but are not limited to: athletic facilities, locker rooms, auditorium, science labs, computer labs, resource centers, and classrooms.

| Consequence One | Consequence Two | Consequence Three |
|---|---|---|
| • Verbal Reprimand<br>• Loss of Privileges | • Detention<br>• Loss of Privileges | • 1 Day Out-of-School Suspension |

**UNLAWFUL ACTIVITY** includes any activity or behavior that violates the laws of the State of Indiana, or conviction under the laws of any other state in the United States, that takes place either while school is in session or on weekends, holidays, school breaks, and the summer period when a student may not be attending classes or other school functions. A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order to protect persons on school property.

**VANDALISM/THEFT: FELONY VANDALISM/THEFT** includes behaviors such as theft, destruction of school property, and possession or sale of stolen materials. Behaviors such as these that cause a loss of more than $300 are considered **felony vandalism**

| Consequence One | Consequence Two |
|---|---|
| • Police Contact<br>• Restitution<br>• 3-5 Days Out-of-School Suspension<br>• Expulsion | • Police Contact<br>• Restitution<br>• 6-10 Days Out-of-School Suspension<br>• Expulsion |

**VANDALISM/THEFT: MISDEMEANOR VANDALISM/THEFT** includes behaviors such as theft, destruction of school property, and possession or sale of stolen materials. Behaviors such as these that cause a loss of less than $300 are considered misdemeanor vandalism.

| Consequence One | Consequence Two | Consequence Three |
|---|---|---|
| • Police Contact<br>• Restitution<br>• 1-3 Days Out-of-School Suspension | • Police Contact<br>• Restitution<br>• 3-5 Days of Out-of-School Suspension | • Police Contact<br>• Restitution<br>• 6-10 Days Out-of-School Suspension<br>• Expulsion |

**WEAPONS/EXPLOSIVE DEVICES:** No student shall possess, handle, or transmit any weapon or destructive device while on school property. The following devices, while not a complete list, are considered weapons or explosive devices under this rule: 1) any weapon that will or is designed to or may readily be converted to expel a

projectile by the action of an explosive; 2) any destructive device that is an explosive, incendiary, or poison gas bomb, grenade, or rocket having a propellant charge of more than 4 ounces; 3) any missile, rocket, or similar device having an explosive or incendiary charge of more than one quarter ounce; 4) any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two preceding examples, and from which a destructive device may be readily assembled; 5) any explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than 4 ounces, a missile having an explosive or incendiary charge of more than one quarter ounce, a mine, a Molotov cocktail, or any device that is substantially similar to any of the items described above; 6) any knife, Taser, electronic stun gun, 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; 7) any bullet or gun ammunition of any kind.

| **Consequences** |
| --- |
| • Police Contact<br>• 1-10 Days Out-of-School Suspension<br>• Expulsion |

**EXPLANATION OF DISCIPLINARY TERMS:**

**AFTER SCHOOL DETENTIONS** may be assigned for various infractions listed above. Students are to report to the designated room after dismissal. Bus transportation will be provided following the detention. Detentions will be held Mondays through Thursdays. You should receive written or oral notification when an after school detention is assigned. A parent may call to reschedule an after school detention once. However, not attending a scheduled detention could result in further disciplinary action.

**OUT OF SCHOOL SUSPENSIONS** may be rendered to a student due to violation of the school's behavioral code of conduct, substantial disobedience when a student is on school grounds, immediately before, after or during the school day; or any other time the school is being used by a school group; off school grounds at a school activity, function or event or traveling to or from school, a school activity, function or event. Following a suspension, a conference with the student, their parent/guardian, and an Administrator may be required before the student is allowed to return to school.

A student may be suspended up to 10 days, however, student must be afforded **Due Process.**

**DUE PROCESS** is a meeting in which a written or oral statement of the charges against the student is made by administration. The student is given the opportunity to confirm or deny the charges. In the case there is a denial of the charges, the student is provided a summary of evidence against him/her. The principal shall send a written statement to the parent of the suspended student citing the alleged misconduct of the student and action taken by principal.

**SCHOOL SUSPENSION/EXPULSION** may be rendered to a student for unlawful school activity on or off school grounds if the behavior is: 1) unlawful activity that may reasonably be considered to be an interference with school purposes or an education function; 2) The student's removal is necessary to restore order or protect persons on school property – inclusive of weekends, holidays, or other school breaks or summer breaks when a student may not be attending classes or school functions.

**STUDENT EXPULSION** is a process in which the student is suspended by the building principal pending an Expulsion Hearing. A student who is suspended pending expulsion may be suspended beyond 10 school days until the time of the expulsion meeting and Expulsion Examiner's rendering. Parent/student will be given written notice as to the reasons student is being referred to the Expulsion process, the procedures of the expulsion process, and date/time of Expulsion Hearing. The parent must respond to the written notice of Expulsion Hearing within 10 days or receipt of notice. If the parent fails to request or appear at an expulsion meeting after receipt of notice of the right to appear at the expulsion, the parent forfeits all rights to contest and appeal the expulsion. The length of student expulsion is determined by the Expulsion Examiner and follows State guidelines. A student who is expelled from any school district may be denied by admission to any other school system until such time the student has fulfilled his/her expulsion period.

**POLICY ON DISTRICT PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS**

In making decisions regarding student access to the Internet, the SCEC 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 SCEC'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 area of the 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 SCEC. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on 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:

A. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material.
B. to transmit obscene, abusive, or sexually explicit language.
C. to violate any local, state or federal statute;
D. to vandalize, damage or disable the property of another individual or organization;
E. to access another individual's materials, information, or files without permission;
    1. to violate copyright or otherwise use the intellectual property of another individual or organization without permission; or
F. to conduct any business or commercial venture or other commercial activities that otherwise result in profit or personal gain.

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 SCEC 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, computer viruses, 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 obtained from District – Provided Internet access. The District will not be responsible for personal property used to access District computers or networks or from 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 District shall be provided with the following information:

The SCEC 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.

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.

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. Although the District will institute technical methods and systems to regulate students' Internet access, these methods cannot guarantee compliance with the District's acceptable use policy. That notwithstanding, the District believes that the benefits to students access to the Internet exceed any disadvantages. 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 SCEC 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.

# ACCEPTABLE USE POLICY

## Technology Acceptable Use Policy for Students School City of East Chicago, IN replacement of 7540.03

Internet, Network, Technology and Electronic Mail Acceptable Use Policy for Students

**7540.03.1.0 Purpose**
The purpose of school district-provided technology, Internet access and Electronic Mail ("E-Mail") is to facilitate communications in support of research and education. To remain eligible as users, students must restrict their activities to endeavors which are in support of and consistent with the educational objectives of the School City of East Chicago. Internet access is a privilege, not a right. Access entails responsibility.

**7540.03.2.0 The Internet**
The School City of East Chicago (herein sometimes referred to as "SCEC") is pleased to offer its students, employees, volunteers, and authorized visitors ("Users") access to the Internet, an electronic highway connecting millions of users all over the world. This computer technology will help propel our schools through the communication age by allowing students to access and use resources from distant computers, communicate and collaborate with individuals and groups around the world, publish knowledge and information to a world-wide audience, and significantly expand their available information base. The Internet is a tool for life-long learning. It is a necessary tool for the School City of East Chicago to develop students ready to live and work in the 21st century.

**7540.03.3.0 Educational Objectives**
In making decisions regarding access to the Internet, the School City of East Chicago 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 the ability to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging information 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 provide guidelines and lists of resource particularly suited to learning objectives.

**7540.03.4.0 Parental Permission and Student Supervision**
In order for a student to gain access to the Internet, he/she must have parental permission. Parents will be given the option of denying Internet access and requesting alternative assignments not requiring direct Internet access. Middle school and high school students must sign an Internet Network Access Agreement and agree to comply with the Acceptable Use Policy. Moreover, students utilizing District provided Internet access must first have the permission of and must be supervised by the School City of East Chicago'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 area of the school. The same general rules contained in the Student Code of Conduct apply.

**7540.03.5.0 Privacy is not guaranteed**
The Superintendent, principals, and other administrators may review files and monitor all student computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. Privacy is not guaranteed. Electronic messages and files stored on school-based computers may be treated like school lockers.

**7540.03.6.0 Use is a Privilege**
Use of the Internet is a privilege, not a right. Students violating policies pertaining to standards of conduct or Internet use shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

**7540.03.7.0 Liability**
The School City of East Chicago makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. The school district will not be responsible for any damages the user suffers. Use of any information obtained via the internet is at the user's own risk. The school 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 school district will not be responsible for the accuracy, nature, or quality of information stored on school district diskettes, hard drives, or servers; nor for the accuracy, nature of quality of information gathered through school district provided Internet access. The school district will not be responsible for personal property used to access school district computers or network for school district-provided Internet access. The school district will not be responsible for unauthorized financial obligations resulting from school district-provided access to the Internet.

**7540.03.8.0 Modifications**
The School Board in conjunction with the Superintendent is authorized to amend or revise Internet Acceptable Use procedures as they deem necessary and appropriate consistent with this policy. The Superintendent is further authorized to amend or revise the Internet Network Access Agreement with approval of the Board counsel.

**7540.03.9.0 Parental Advisory**
The global and fluid nature of the Internet network's contents makes it extremely difficult for the school district to completely regulate and monitor the information received or sent by students. As such, the school district cannot assure parents that student will be denied access to undesirable materials or sending or receiving objectionable communications. Parents and guardians of students 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. While the school 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.

**7540.03.10.0 Parental Responsibility**
Ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the School City of East Chicago makes the District's complete Internet policies and procedures available on request for review by all parents, guardians, and other member of the community; and provides the parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

**7540.03.11.0 Notice**
These guidelines and all its provisions are subordinate to local, state and federal statutes. All users of the school

district Internet access must also comply with agreements specified in the contract with the Internet Service provider. A copy of these agreements is available on request from the office of the Superintendent, 210 E. Columbus Drive, East Chicago, IN 46312.

**7540.03.12.0 Network Procedures**
The School City of East Chicago, in order to implement the Internet Acceptable Use policy, will enforce the following policies and procedures. Although some specific examples of prohibited used are stated, these policies and procedures do not attempt to state all required or proscribed behavior. Failure to comply with these policies and procedures shall be deemed grounds for revocation of privileges, disciplinary and/or appropriate legal action.

**7540.03.12.1 Acceptable Use**
The educational value of student Internet access is the joint responsibility of students, teachers, parents and employees of the School City of East Chicago. Since access to the Internet is a valuable and limited resource, students are expected to place a premium on the quality of use. Taking up valuable bandwidth and access time to pursue frivolous ends, not consistent with the mission of the School City of East Chicago is prohibited. This statement represents a guide to the acceptable use of the School City of East Chicago Internet facilities.

**7540.03.12.1.1** All users must be consistent with the educational mission and goals of the school district.

**7540.03.12.1.2** The intent of the use policy is to make clear certain cases which are consistent with the educational objectives of the school district, not to exhaustively enumerate all such possible uses.

**7540.03.12.1.3** The Superintendent and his designees may at any time make determinations that particular users are or are not consistent with the purpose of the school district.

**7540.03.12.1.4** Parents requesting their students not to participate in accessing the Internet, must sign a form provided by the school stating that they wish to decline such access. Middle school and high school shall be required to sign the Internet Access Agreement form allowing their students to access the Internet. As appropriate, students shall also be required to sign a form affirming that they have read, understand and will abide by the policies and the procedures pertaining to Internet Acceptable Use and understand the consequences for the violation of the school district's policies and procedures.

**7540.03.12.2 Unacceptable Use**

**7540.03.12.2.1** Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.

**7540.03.12.2.2** Accessing another person's materials, information, or files without the implied or direct permission of that person is prohibited.

**7540.03.12.2.3** Users shall not use or try to discover another user's password.

**7540.03.12.2.4** Users shall not use school district computers or networks for purposes of personal profit.

**7540.03.12.2.5** Users shall not use a computer for unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.

**7540.03.12.2.6** Users shall not copy, change or transfer any software of documentation provided by school district, teachers, or another student without permission from the Superintendent or his designee.

**7540.03.12.2.7** Users shall not write, produced, generate, copy, propagate, or attempt to introduce any computer coded designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, of similar name.

**7540.03.12.2.8** Users shall not deliberately use the computer to annoy or harass others with language, images, or threats. Users shall not deliberately access or create any obscene or objectionable information, language or images.

**7540.03.12.2.9** Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.

**7540.03.12.2.10** Users shall not tamper with computers, networks, printers or other associated equipment except as dire4cted by the teacher or the Superintendent or his designee.

**7540.03.12.2.11** Users shall not take home technology equipment (hardware or software) without permission of the supervisor.

**7540.03.12.2.12** Users shall not gain unauthorized access to resources or entities.

**7540.03.12.2.13** Except as otherwise provided in this policy, Users shall not invade the privacy of individuals.

**7540.03 12.2.14** Users shall not post material authorized or created by another without his/her consent.

**7540.03.12.2.15** Users shall not post anonymous messages.

**7540.03.12.2.16.** Users shall not use the network for commercial or private advertising. The Internet, web pages, and other technology shall not be used for private or commercial offerings of products or services for sale, or to solicit products or services or to raise funds for non-district related activities or organizations.

**7540.03.12.2.17** Users shall not gorge electronic mail messages or web pages.

**7540.03.12.2.18** Users shall not use the network while access privileges are suspended or revoked.

**7540.03.12.2.19** Users shall not use network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

**7540.03.12.2.20** Users shall not subscribe or use fee based on-line services without the prior written approval of the Superintendent of his/her designee.

**7540.03.12.2.21** Users shall not use the network to disseminate material or information on the behalf of or with regard to professional unions, collective bargaining, private businesses or associations, or political campaigns or organizations without the express written consent of the Superintendent.

**7540.03.12.2.22** Users shall report illegal or unauthorized use of the network to the supervising teacher or the authorized Technical and Information Services Administrator.

**7540.03.12.3 Staff** Responsibility Staff members should become familiar with these procedures and should enforce the rules concerning acceptable and unacceptable use when their duties include supervising of students using the Internet. When in the course of their duties staff members become aware of violations of the Internet Acceptable Use policies and procedures, they should correct the user and address the matter in accordance with this procedure, the Student Code of Conduct and other policies governing employee conduct.

**7540.03.12.4 Questions** Any questions or issues regarding the Internet Acceptance Use policies and procedures should be directed to School City of East Chicago Administration. Violation of any conditions of sue described herein may be cause for disciplinary actions, denial of access or termination of employment. When or where applicable, law enforcement agencies may be involved.

**7540.03.13.0 Electronic Mail (E-Mail) Policy** The following policies and procedures apply to use of the Electronic Mail (E-Mail) system offered by the School City of East Chicago policies and procedures are supplemental to the internet Policies and procedures set forth above.

**7540.03.13.1 Purpose** Electronic Mail ("E-Mail") is provided to qualified Students of the School City of East Chicago (herein "Users") solely for the purpose of exchanging information consistent with the educational mission of the School City of East Chicago. Users of the E-Mail system must comply with this policy. Any other use of E-Mail is strictly prohibited.

**7540.03.13.2 Property** The E-Mail system and all computer systems are the property of SCEC. Unauthorized use of the E-Mail system is prohibited. Access to E-Mail and other on-line systems of SCEC is a privilege granted to Users by SCEC and may be revoked or withheld at the discretion of the Superintendent, authorized Technical and Information Services Administrator, or the designee of the Superintendent.

**7540.03.13.3 Privacy** Users do not have a personal privacy right in any matter created, received, stored in or sent from the E-Mail system. SCEFC may at times and without prior notice, monitor and review E-Mail messages and web site retrieval by Users to insure proper use.

**7540.03.13.4 Accounts and Passwords** Users must obtain an authorized account and password from the authorized Technical and Information Services Administrator in order to access E-Mail. The User should consider the account and password confidential and shall not share the account or password with any other person or leave the account open or unattended at any computer system. Accounts and passwords may be terminated at any time for any reason by the Superintendent or his designee or the authorized technical and Information Services Administrator.

**7540.03.13.5 Use of E-Mail System** The following provisions apply to all student Users of the E-Mail system:

**7540.03.13.5.1** Users may not use the E-Mail system for any illegal activity, including but not limited to violation of copyright laws.

**7540.03.13.5.2** Personal information about students including, but not limited to student names, addresses and phone numbers shall not be transmitted outside the district network, without written permission from the student or his/her parents.

**7540.03.13.5.3** E-Mail may not be used for private or commercial offerings of products or services for sale, or to solicit products or services.

**7540.03.13.5.4** Users of the E-Mail system shall not use E-Mail in any way that would be considered: (a) damaging to another's reputation; (b) abusive; (c) obscene; (d) sexually oriented; (e) offensive; (f) threatening; (g) harassing; (h) illegal; or (i) contrary to school policy.

**7540.03.13.5.5** Users shall not attempt to read, delete, copy or modify the E-Mail of any other User.

**7540.03.13.5.6** Users shall not deliberately interfere with the ability of other Users to send/receive E-Mail.

**7540.03.13.5.7** Users shall not use the E-Mail system in a fashion that is inconsistent with directions from teachers, other staff, the authorized Technical and Information Services Administrator, and generally accepted network etiquette.

**7540.03.13.5.8** Users shall not use the E-Mail system to disseminate material or information on the behalf of or with regard to professional unions, collective bargaining, private businesses or associations, or political campaigns or organizations without the express written consent of the Superintendent.

**7540.03.13.5.9** Users shall report illegal or unauthorized use of the E-Mail or on line systems to the supervising teacher or the authorized Technical and Information Services Administrator.

**7540.03.13.5.10** Users shall not respond to unsolicited E-Mail messages from any source without the permission of their supervising teacher.

**7540.03.13.5.11** Users shall not respond to E-Mail or on-line information which consists of obscene, suggestive, illegal, offensive, pornographic or objectionable content.

**7540.03.13.6 Disciplinary Action** Use of the E-Mail system contrary to this policy or in an illegal manner shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

**7540.03.13.7 System Use and Maintenance** Users should periodically remove or erase their E-Mail or other files stored on a district file server. E-Mail or other files stored on a district file server are not considered private property or communications and may be removed by the authorized Technical and Information Services Administrator without prior notice to the User.

**Notice: This policy and all its provisions are subordinate to local, state, and federal st**

# Learning for All... Whatever it Takes!

## SCEC GOALS

- The interaction between teachers and students evidenced significant change.
- Innovative practices support dynamic classrooms.
- The integration of technology enriches the curriculum.
- Cooperation, communication, and mutual respect are promoted through a community partnership.


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