



NORTH LAWRENCE COMMUNITY MIDDLE SCHOOLS STUDENT HANDBOOK 2020-21

BEDFORD MIDDLE SCHOOL
PRINCIPAL: LUCAS CALHOUN
ASSISTANT PRINCIPAL: JENNA CLARK
PHONE - 279-9781

OOLITIC SCHOOL
PRINCIPAL: JOHN HUDSON
ASSISTANT PRINCIPAL: KELLI TERRELL
PHONE - 275-7551

Bedford North Lawrence High
Lincoln Elementary
Needmore Elementary
Parkview Elementary
Shawswick Elementary
N. Lawrence Career Center

Todd Tanksley
Brad Webb
Susan Petty
Theresa Lemons
Brian Perry
Brad Street

812-279-9756
812-275-6311
812-279-2192
812-275-2333
812-279-3115
812-279-3561

Table of Contents

Absences.....	7	Hearing and Screening.....	21
Accidents/Injury/Illness.....	5	Homework	19
Allergy Management.....	6	Immunization	21
Anti-Bullying.....	10	Indoor Air Quality.....	23
Articles Prohibited in School.....	18	Library	18
Athletic Section.....	21	Locker Policy	16
Accident and Injury.....	27	Medication, Illnesses and Injuries	6
Administration.....	24	Message from Superintendent	4
Attendance.....	26	Message to Middle School Students	4
Awards.....	27	Miscellaneous	20
Citizenship.....	27	Money or Other Valuables	19
Eligibility.....	24	NLCS Mission Statement	4
Grade Level Participation.....	27	Non-Discrimination	21
Message From Principal.....	24	Parent/Guardian Conferences.....	19
Personal Habits.....	26	Philosophy	4
Policy Statement.....	24	Possession of Weapons	14
Practice Policy.....	27	Progress Reports	19
Procedures When Violations Occur.....	25	Pupil Conduct	9
Purpose of Programs.....	24	Purpose of Handbook	4
Required Documents.....	27	Report Cards	19
Transportation.....	26	Safety Procedures for Student Walkers	5
Attendance Regulations.....	7	School Organization	4
Book Rental.....	5	Sexual Harassment Policy	21
Bully Report Form.....	35	Student Due Process and Pupil Discipline	13
Closing Schools.....	23	Student Information	5
Complaints/Suggestions.....	23	Student Records	8
Dress Code.....	20	Study Periods	18
Electronic Devices.....	23	Supervision of Students	8
Emergency Drills	20	Suspension and Expulsion Procedures	15
Food Service	7	Telephones	18
Gang Activity	10	Technology, Acceptable Use Policy	28
Gender/Racial Slurs	10	Transportation and School Bus Discipline	5
Grading Scale/Honor Roll	19	Visitor Passes	18
Grounds for Suspension and Expulsion	14	Wellness Brochure	33
Harassment/Hazing	10	Who Owns This School	18

North Lawrence Community Schools 2020-21 Calendar

August	7	First Teacher Day
	10	First Student Day
September	7	Labor Day – No School
October	9	End of First 9 wks
	12-16	Fall Break - No School
November	3	Election Day - No School
	10	End of First Trimester
	25-27	Thanksgiving Break – No School
December	18	Last Student Day Before Christmas Break
Christmas Break		December 21, 2020 – January 1, 2021
January	4	First Student Day After Christmas Break
	8	End of Second 9 wks
	18	Martin Luther King Jr. Day - <u>No School/Make Up Day</u>
February	15	Presidents Day - <u>No School/Make Up Day</u>
	23	End of Second Trimester
March	16	End of Third 9 wks
	22-26	Spring Break – No School
April	2	Good Friday - <u>No School/Make Up Day</u>
May	4	Election Day - <u>No School/Make Up Day</u>
	27	Last Student Day
		End of Fourth 9 wks and Third Trimester
	28	<u>No School/Make Up Day (Last Teacher Day)</u>
June	1-4	Snow Make Up Days
	4	BNLHS Graduation

<u>Nine-Week Attendance</u>	<u>Student Days</u>	<u>Trimester Attendance</u>	<u>Student Days</u>
1 st Aug. 10 - Oct. 9	44	1 st Aug. 10 - Nov. 10	60
2 nd Oct. 19 - Jan. 8	46	2 nd Nov. 11 - Feb. 23	60
3 rd Jan. 11 - Mar. 16	45	3 rd Feb. 24 - May 27	<u>60</u>
4 th Mar. 17 - May 27	<u>45</u>		
Total Days:	180	Total Days:	180

If it is necessary, No School/Make Up Days will be used to make up student instructional days. Any additional days missed beyond those designated above will be added to the end of the scheduled school year beginning on **Tuesday, June 1, 2021**.

Mission Statement

Recognizing the value of every student and teacher, the mission of the North Lawrence Community Schools is to provide opportunities for the development of personal growth and academic competence, thus enabling them to utilize their full potential for success in an increasingly complex world.

Philosophy

North Lawrence Community Schools provides an educational climate challenging students to work to their potential and offers them an opportunity to succeed within the boundaries of available resources and facilities. Within these boundaries, we provide varied educational opportunities for all individuals, thus encouraging the development of the whole person. The focus is placed upon the basic skills, expansion of creative talent, enhancement of social skills, and physical and character development. The education provided is based upon democratic principles and challenges each individual to face and accept the responsibilities and challenges of today's rapidly changing world.

A Message From the Superintendent

Dear Parent/Guardians,

Welcome to the 2020-21 school year! Our goal is to maintain and strengthen the continuous and consistent communication between home and school, in order to help our students grow in a nurturing environment where families and schools work together, and lead each child in discovering and reaching their potential. This handbook has been compiled to provide you with the most up to date information about North Lawrence Community Schools. We ask that you become familiar with the contents, then sign and return to your student's school the "receipt of handbook form" at the end of the handbook. This will indicate that you are aware of the procedures and practices that we have in place, and help you partner with the school to provide the best learning environment possible for your children. Our Web page, <https://www.nlcs.k12.in.us>, is also a great source of information about North Lawrence Community Schools and we hope you will access that page often. We wish you a most successful school year, and we will do all we can to make that happen!

Sincerely,
Dr. Ty Mungle
Superintendent

I. Purpose of Handbook

This handbook is to acquaint students, Parent/Guardians, and guardians with the philosophy, goals, rules, and regulations of your school. Please keep this handbook in a convenient place and use it as a reference book. Hopefully, it will answer many questions that are important to your child's education. Questions that are not answered within the handbook should be referred to the classroom teacher or the building principal. The handbook is designed to include all middle school buildings in the North Lawrence Community Schools. Items discussed are applicable to all middle school students. Since communication is a must in today's world, we at your middle schools are always interested in improving this handbook. Suggestions that are given in written form are most valuable in future preparation of similar booklets.

II. Message to the Middle School Students

Welcome. We hope that the time spent here will be one of your most enjoyable school experiences. You will find many old friends in our school. You will meet many new people and widen your circle of friends. Remember that some of your best friends will be your teachers. Middle school will bridge the gap between elementary school and high school. You will strengthen what you have already learned and prepare yourself for high school. You will also explore many avenues for learning. The North Lawrence Community Schools are interested in the development of good citizenship and good behavior as well as high quality educational programs. Some of the specific characteristics to be stressed are: Attitude - Respect for authority - Courtesy - Etiquette - Honesty - Truthfulness - Respect for the property of other children and the school - Concern for others. Certain policies and regulations have evolved over the years which aid in shaping these characteristics and these are contained in this handbook. It is recognized that each middle school may have situations unique to it. Therefore, suggestions and policies in addition to those found in the handbook and applicable only to your school may be found as an addendum to this handbook.

III. School Organization

The North Lawrence Community Schools consists of 10 elementary schools, three middle schools, one area career center, and one high school. The geographic area of the school corporation comprises all of Lawrence County north of White River and covers 325 square miles of land area. The Board of School Trustees consists of three members from the corporate city of Bedford (1965) and four from areas outside of Bedford.

IV. Student Information

- A. Parent/Guardians shall furnish the school with the following information for students:
 - 1. Home address, telephone number, and other demographic information.
 - 2. Health information including up-to-date immunization records.
- B. Emergency information concerning students is required. In case of illness or accident this information will be used to contact the Parent/Guardian or a relative. It is important that this information be accurate.
- C. If a student's address or telephone number is changed during the school year, please notify the school immediately.

V. Device Rental

All children are permitted to rent a device. Students will be assessed a device rental fee. The fee will be billed and sent to you by the start of school. This bill can be paid online. Payment at registration is still an option. Device rental may be paid at registration. However, a charge will be made for lost or damaged devices. Some students may qualify for textbook assistance. Applications for textbook assistance as well as free or reduced lunches are available in the school office. Questions pertaining to these may be directed to the school principal. All devices must be returned at the end of the school year. Students will be billed for missing or damaged devices.

VI. Transportation and School Bus Discipline

North Lawrence Community Schools will provide bus transportation to eligible students. A change in bus or bus stop for any reason requires a written request from the Parent/Guardian or guardian and approval of the bus driver. The driver shall maintain discipline among the children while on the bus, treat all children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and use every care for the safety of the children under his/her charge. Students will observe the following rules and requirements:

The student:

- A. Considers the bus ride to school a privilege which one wishes to retain.
- B. Arrives at the bus stop on time and is waiting when the bus arrives.
- C. Always walks on the left side of the road to watch out for oncoming traffic and drivers can watch out for walkers.
- D. Waits for turn to load and unload.
- E. Goes straight to a seat and remains seated while the bus is in motion.
- F. Cooperates with the school bus driver.
- G. Does not open windows or doors except by permission of the driver.
- H. Keeps head, arms, and body inside the bus.
- I. Treats the bus as one would the family car. Doesn't kick, scuff, or mark the seats or walls.
- J. Refrains from loud, boisterous, and profane language.
- K. Avoids quarreling, scuffling, and horseplay of any kind.
- L. Does not smoke, eat, or drink on the bus.
- M. Keeps books and personal belongings in their proper place.
- N. Refrains from throwing any object inside the bus or from the bus to the outside.
- O. Will be held responsible for any damages incurred to the school bus.
- P. Remain calm and follow driver's instructions in case of emergency.
- Q. Remains seated until the bus has stopped to discharge passengers.

Students, while enroute to school or from school, are NOT to depart from their bus and ride in a private vehicle/transportation. In the event of a flagrant violation of school bus rules and regulations, disciplinary action will be taken. The severity of which is dependent upon the seriousness of the infraction, and follows the procedures established by Indiana Code IF-8.1-5-4. Under this code, the school bus driver has the authority to suspend a student from riding the bus for one day. Any further suspension will be handled through the Principal's office.

VII. Safety Procedures for Students Walking To and From School

- A. Start on time, walk on the sidewalk (if there is a sidewalk), and cross only at corners or crosswalks.
- B. If traffic crossing guards are on duty, students should follow their directions.
- C. Obey all pedestrian rules and regulations.
- D. Do not accept rides from strangers.

VIII. Accidents/Injury/Illness

In case of an accident/injury/illness at school, the comfort and care of the injured student is the first priority. The school will make every effort to contact the student's Parent/Guardian(s) and the school nurse. Parent/Guardians should provide emergency telephone numbers so that someone can be contacted in an emergency situation. Every accident in the school building, or on the grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

Allergy Management

For students with life-threatening allergies, North Lawrence Community Schools will take all appropriate and reasonable steps to minimize exposure and provide a safe, positive educational environment.

North Lawrence Community Schools cannot guarantee an allergen-free environment. Because each student's allergy and situation is different, an individualized anaphylaxis action plan may be created. Treatment protocols should be physician-prescribed for use in the school setting.

Procedures for the management of student allergies will include:

1. Written physician documentation of the life-threatening allergy, instructions and current medications will be provided to the school nurse.
2. The school nurse, in conjunction with the student's Parent/Guardian and the physician, will prepare an Anaphylaxis Emergency Action Plan. The school nurse and/or building principal is responsible for notifying classroom teachers and food service personnel as well as anyone who works directly with the students with life-threatening or disabling allergies. Copies of the Anaphylaxis Emergency Action Plan will be kept in the classroom, school office, and with the school nurse.
3. The Anaphylaxis Emergency Action Plan will include a prevention plan recommended by the physician. The prevention plan will be noted as level I, level II, or level III. Level I will include that the student will not be served any food containing the allergen, level II will include level I and the student will sit at an allergen free table in the cafeteria, level III will include both level I and level II as well as an allergen free classroom.
4. The Anaphylaxis Emergency Action Plan will be distributed to appropriate school staff at the beginning of each school year. Instruction will include preventative and emergency procedures for life-threatening allergic reactions. Training may include the administration of epinephrine.
5. Parent/Guardians will be encouraged to preview menus in order to select safe foods their child may eat. The food served by the cafeteria in all NLCS schools will remain peanut/tree nut free. In addition, Parent/Guardians of the child with allergies are responsible for providing a supply of safe snacks for their child when requested. These snacks should be stored separately from other snacks, to prevent cross-contamination.
6. Parent/Guardians should instruct their children how to avoid contact with substances to which they are allergic.
7. Prescribed medications, including epinephrine, will be kept in the nurse's clinic or designated area, and in all cases where epinephrine is administered, 911 will be called.

Cafeteria

1. All schools within NLCS will have a designated "safe" area/table for students with food allergies when recommended by a physician. No food products containing potential allergens will be allowed at the designated table.
2. All table surfaces will be wiped thoroughly before and after each meal to prevent cross-contamination. Cleaning procedures will start with allergen free tables first.
3. The food served by the cafeteria in all NLCS schools will remain peanut/tree nut free.

School Field Trips

1. Protocols for field trips will include the staff member notifying the school nurse of the planned field trip no less than five days prior to the trip.
2. The Anaphylaxis Emergency Action Plan and any prescribed medication will accompany the student on all field trips.
3. In the absence of an accompanying Parent/Guardian, a trained staff member will be assigned to monitor the student's welfare and to respond to an emergency.

Substitute Teachers

1. Teachers will include student allergy information in their sub folders.

IX. Medication

All medication to be given to a student at school must be delivered by that student's Parent/Guardian and must be accompanied by written Parent/Guardian consent. There are "Parent/Guardian Authorization to Dispense Medication" forms available in all school offices. Medication must be in the original container with proper labeling and, in the case of nonprescription medications, an unexpired expiration date. Nonprescription medication instructions must include name of student, name of nonprescription medication, purpose, dosage, directions for

administration, signature of Parent/Guardian, and date/dates of dispensing. Cough drops are considered non-prescription medication. Non-prescription or over-the-counter drugs, preparations, or remedies not normally recommended for children and teenagers must be accompanied by a physician's order. Prescription medication must have written Parent/Guardian permission AND precise written instructions from a physician. The physician instructions must include name of patient, name of prescription medication, purpose, dosage, directions for administration, signature of physician, and date. Medication that is possessed by a school for administration during school hours or at school functions for a student, in grades kindergarten through grade 8, may be released only to the student's Parent/Guardian or an individual over the age of 18 years whom the Parent/Guardian has designated in writing to receive the medication. ALL medications must be presented to the school office for control and dispensing purposes. With the administrator's and school nurse's approval, a student may possess and self-administer medication for asthma with a physician's order AND written Parent/Guardian/guardian consent. Please see NLCS-130, Revised 9/06 (Policy/Procedure for Administering Medications to Students) for complete medication policy.

X. Attendance Regulations

Poor attendance is detrimental to student success in school. Students are expected to be in attendance and on time every day. Students will be considered absent when not in school unless:

- A. They act as a page at the State Legislature.
- B. Their school bus does not run in their area.
- C. They have a subpoena to appear in court as a witness in a judicial proceeding.
- D. They are an honoree of the Indiana General Assembly.

A student who is in attendance during the early part of the day will be considered truant if absent any other part of the day unless excused through the school office. For a student to be counted present for any day, (s)he must be present for class activity during that day and hold a valid excuse from the school for any other part of the day (s)he is out. Any student may be excluded from school if (s)he has a dangerous communicable disease.

XI. Absences

Parent/Guardians should call the school by 8:30 am each day to report an absence or tardy. When the student returns to school after an absence (s)he shall present a note from the Parent/Guardian, doctor, or dentist giving reasons for the absence. Parent/Guardians' statements may be accepted for five (5) absences during the semester. Any absence beyond that number will require either a doctor's statement or a Parent/Guardian conference for the absence to be considered excused.

Work missed because of an absence must be made up. It is the student's responsibility to contact the teacher regarding make-up work and assignments missed. Make-up work for unexcused absences may only receive partial credit. The teachers will set a reasonable length of time, generally equal to the number of days absent, for completion of make-up work. Students are expected to be in attendance on the day of an extracurricular activity to attend an evening event.

Requests by Parent/Guardians to remove students from school for extended periods of time should be discussed with the school prior to the time of removal. (Forms are available in the Office.) All vacations involving students are to be scheduled during times that school is not in session. Any deviation to this policy must be approved by the principal.

Any unexcused absences may be subject to disciplinary action. A violation, or repeated violation, of attendance rules may be grounds for suspension or expulsion from school. Students/Parent/Guardians who violate the attendance policy may be referred to the **Truancy Intervention Program**.

Perfect Attendance: Student is present from bell to bell without any departures throughout the school year. If a student leaves during their lunch hour with a Parent/Guardian or guardian, they may not sign out prior to their assigned lunch hour and must be signed back in before their lunch hour is over.

XII. FOOD SERVICE

Information from the NLCS Food Service Office

All schools are using Meal Magic at the point of sale. Meal Magic will efficiently monitor the balance and meals served in each student's Meal Magic account. Parent/Guardians are encouraged to log on to www.sendmoneytoschool.com to: track account balances for their children, monitor food purchases, make online deposits, establish a 'Family Account' with children in different NLCS schools. Parent/Guardians will need to know their student's I.D. number to use this online service. The only time Parent/Guardians will be charged a fee is when they use the on-line banking service to deposit money into their child's or children's Meal Magic account. If a Parent/Guardian wishes to use the on-line banking service to deposit money into their child's account, a transaction

fee of \$1.50 per transaction will be charged. The transaction fee will cover the various charges incurred by financial institutions to provide this online banking service. Parent/Guardians continue to have the option to send money (cash or check) to school to cover meal costs. To simplify payment, Parent/Guardians can also send one check with your child for all of their school children to be deposited into their MM account(s) – please be sure to place each student's I.D. number and amount you want deposited into each account on the memo line of the check or envelope. There is "no cash back" for meals; all money is deposited into the student's Meal Magic account for meal purchases.

The Application for Free or Reduced Price Meals is available through the following:

- Go to www.lunchapp.com to submit an application on-line, available July 1 for the next school year. Applications may be submitted throughout the school year.
- Paper Applications are available at any school office, the Food Service Office and the Administration Building.
- Please remember you only need to fill out **one** Free/Reduced Meal application per household.

The Unpaid Meal Charge Policy can be found at www.nlcs.k12.in.us, by clicking 'Food Services' under the 'Services' tab.

If you have any questions please contact Food Services at 812-277-3220, or go to www.nlcs.k12.in.us and click 'Food Services' under the 'Services' tab.

XIII. Student Records

During a student's school career, the school system collects and records data concerning the student. The school system recognizes that the collection, maintenance and limited dissemination of such data is essential in school operations; but also that preserving the rights and privacy of the student and Parent/Guardians, providing access to the data by the student or Parent/Guardians and the student's or Parent/Guardians' right to have inaccurate data corrected, is equally essential. The school system is adopting this policy to achieve these ends. Further, it has designed this policy to comply with the provisions of the "Family Educational Rights and Privacy Acts of 1974" (Fed P.L. 93-380). The North Lawrence Community Schools, in accordance with 1974 amendments, shall release the following "directory information" to news media and others it deems advisable: Student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Parent/Guardians, guardians, and students over 18 years of age are hereby notified that they have a right:

- A. To know the records that are kept;
- B. To inspect and review the records or materials that pertain to themselves or their offspring;
- C. To receive a copy of the record at a reasonable cost, if copying is the only feasible way access can be assured;
- D. To receive a response to a reasonable request for explanation and interpretation;
- E. To challenge a record claimed to be false or misleading, and to a fair hearing if, after review, no change is made;
- F. To place a statement of rebuttal in the challenged record if no change is made;
- G. To file a complaint with HEW if they believe any of these rights are violated.

If a student withdraws from the North Lawrence Community Schools, a copy of his or her school record will be sent, without Parent/Guardian permission, to the child's new school.

XIV. Supervision of Students

Students will be supervised by faculty and staff members throughout the school day and at all school functions. Teachers are assigned specific areas to supervise before school, between classes, during lunch break, and after student dismissal. No students shall be on school grounds unsupervised after 3:30.

XV. Pupil Conduct

To provide an environment conducive to learning and student safety, rules will need to be followed by all students.

A. Halls, Stairs, and Restrooms

1. There should be no loud talking in these areas. Walk, do not run.
2. Form orderly lines at water fountains.
3. Do not loiter in restrooms.
4. Follow designated routes to class, cafeteria, restrooms, office, library, art, music, etc.
5. Chewing gum is not permitted.
6. There shall be no physical contact in anger or affection.

B. Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well balanced lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your cooperation.

1. Deposit all lunch litter in waste baskets.
2. Return all trays and utensils to the dish washing area.
3. Leave the table and floor around your place in a clean condition for others.
4. No food may be taken from the cafeteria.
5. Do not throw food or other items.
6. Respect the property and rights of others.
7. Stay seated. Avoid walking around unless absolutely necessary.

C. General

Any North Lawrence Community School administrative personnel or any teacher of the corporation shall be authorized to take action in connection with student behavior reasonably desirable or necessary to help any student, to further school purposes, or prevent interference therewith. Action by personnel may include counseling with a student or group of students, conference with Parent/Guardians or groups of Parent/Guardians, requiring a student to remain in school after regular school hours providing previous arrangements are made to complete work or to be counseled by teacher or principal, suspension, or expulsion from school. Each individual case will be handled separately.

Students are expected to follow directions given by adult supervisors at school. Students are under the school's jurisdiction in the building, on the school grounds, at all school functions, and while being officially transported to and from these functions.

A teacher may suspend a student from class for one day for any of the following infractions. Students are not allowed to:

1. Possess, smoke, or chew tobacco on the school grounds, school buses, or any school sponsored functions. This includes possession or use of E-cigarettes, Vapes, Juuls, etc....
2. Use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or cause disruption at school.
3. Continuously and/or intentionally make noises or disrupt any class.
4. Steal or attempt to steal or accept school or private property.
5. Damage school or private property.
6. Cause physical injury to a school employee, another student or any other person.
7. Use an object to threaten harm, or harass another person. This includes, but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or cause for legal action.
8. Possess, use, or transmit drugs or alcohol or look-alike drugs/alcohol or transmit over-the-counter/prescription medications.
9. Disobey school employees.
10. Throw any object (rocks, snowballs, spitballs, etc.).
11. Use obscene language and gestures.
12. Sell or trade personal items such as clothes, trading cards, or collectibles.
13. Have unauthorized possession of another person's private property.
14. Engage in activities that may be viewed as gambling, such as pitching coins.
15. Possess medication/pills (prescription or over-the-counter) as all medications are to be placed in the office. Possession, use, or distribution of substances or supplements used or intended for abnormal enhancement of athletic performance and/or may atypically alter the body's physiological function are not permitted. These may include but are not limited to: narcotics, stimulants, anabolic agents, diuretics, hormones, masking agents, and other such items.
16. Possess sexually explicit or pornographic materials, or other dangerous or disruptive devices.
17. Use ECDs unless authorized.

D. Gang Activity

North Lawrence Schools will not tolerate any gang paraphernalia or any gang related activities in the schools. There will be appropriate disciplinary action taken against anyone participating in any gang activity.

E. Gender/Racial Slurs

Every student has the right to attend school and feel appreciated and respected. Every student will also be encouraged to participate in educational programs and extracurricular activities without the fear of being harassed, intimidated, or ridiculed on the basis of gender or ethnic background. Administrative personnel will aggressively

strive to provide a school environment where all individuals feel appreciated, and the above-noted form of misconduct will not be tolerated. Appropriate disciplinary action will be taken for students involved in such activities which, in all probability, will be out-of-school suspension and/or due process proceedings for expulsion from school.

F. Possession or Use of Knives, Guns, or Other Weapons

The Corporation prohibits students, staff, and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of school activities. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to: firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, explosives, firecrackers, smoke bombs, chemical agents such as tear gas or pepper gas, stun guns, or "look-alike" weapons.

Any student who has reason to believe that a person has or will violate this guideline shall report to the school principal or the supervisor of the activity immediately. Anyone in possession of a knife, firearm, or other weapons on school property will be referred to local law enforcement.

G. Public Display of Affection (PDA)

The purpose of this policy is to prevent inappropriate behavior leading to embarrassment or feelings of discomfort for our students, staff, or those visiting our schools. In order to maintain a respectful atmosphere on campus, students are to refrain from overt public displays of affection while on school grounds and at school events. Public displays of affection may be embarrassing to others and school is not the place for individuals to display excessive physical affection for one another. Limits must be imposed in order to comply with the wishes of the vast majority of the Parent/Guardians and patrons of the community. The limits are guided by what is appropriate, acceptable, and not disruptive to students' rights and/or the learning atmosphere of the school. For example, students should refrain from kissing, hugging, holding hands and sitting in each other's laps, or any behavior that is suggestive of intimacy. Students are expected to be respectful of each other and to use good judgment in their display of affection. If a student has a question as to what is appropriate, he or she may discuss it with an administrator.

H. Harassment, Hazing, and Bullying

Anti-Bullying Policy

The following policy has been established by the school board of trustees for the North Lawrence Community School Corporation (NLCS) regarding anti-bullying.

I. Policy Statement

The school board of trustees for the North Lawrence Community School Corporation prohibits acts of bullying. The school board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. NLCS administration and staff will work diligently to respond to all acts of bullying in a proactive and responsive manner that insures all students are afforded the opportunity to attend school in a safe and secure environment.

II. Definitions

1. Bullying

a. As defined by the school corporation, bullying means aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power.

b. As defined by IC 20-33-8-.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- i. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
- ii. Has a substantially detrimental effect on the targeted student's physical or mental health;
- iii. Has the effect of substantially interfering with the targeted student's academic performance; or
- iv. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

c. This term may not be interpreted to impose any burden or sanction on, or include in the definition

of the term, the following:

- i. Participating in a religious event.
- ii. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- iii. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- iv. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
- v. Participating in an activity undertaken at the prior written direction of the student's Parent/Guardian.
- vi. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

III. Policy Provisions

1. The school corporation shall adopt discipline rules in compliance with IC 20-33-8-13.5 that prohibit bullying and include provisions concerning education, Parent/Guardian involvement and intervention. These discipline rules shall apply regardless of the location in which the bullying occurred when the bully and the targeted student are students at a school within the school corporation, or disciplinary action is reasonably necessary to avoid substantial interferences with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.
2. The principal at each school within the school corporation shall implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of bullying, consistent with the code of student conduct, as well as the consequences and remedial responses for staff members who commit one or more acts of bullying. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.
3. The principal at each school within the school corporation shall be responsible for designating a member of his/her staff to receive all complaints alleging violations of this policy.
4. All NLCS employees, volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this policy to the principal or the principal's designee on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. A written report of the incident shall also be submitted to the school principal or principal's designee within one (1) school day of submitting the verbal report.
5. Students, Parent/Guardians and visitors of a school within the school corporation are encouraged to submit a written report of alleged violations of this policy to the principal (or principal's designee) on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. Such a report may be made anonymously. Formal action for violations of the code of student conduct may not be taken solely on the basis of an anonymous report.
6. Any corporation and school employee, volunteer or contracted service provider who promptly reports an incident of harassment, intimidation or bullying, and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.
7. The principal or designee shall conduct a thorough and complete investigation for each report of an alleged incident of bullying received. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of harassment, intimidation, or bullying. The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the board of education on a quarterly basis during regularly scheduled board meetings.
8. Each school within the school corporation shall record the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying and electronic or written communication bullying. Each school shall report this information to the school corporation superintendent, school board, and the Indiana Department of education. Information shall be submitted to the Indiana Department of Education by July 1st of each year.
9. The principal shall provide the Parent/Guardians of the students who are parties to the investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to Parent/Guardians includes the nature of the investigation, whether the corporation found evidence of bullying, and whether consequences were imposed or services provided to

address the bullying incident if the evidence of bullying was substantiated. This information is to be provided in an expedited manner.

10. Any corporation and school employee, volunteer or contracted service provider who receives a report of harassment, intimidation, or bullying from a student, Parent/Guardian, visitor or colleague, and fails to initiate or conduct an investigation, or who witnesses or observes a bullying incident and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

11. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of bullying is confirmed, according to the parameters described in the corporation's code of student conduct. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of bullying may range from positive behavioral interventions up to and including suspension or expulsion.

12. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce bullying and enhance school climate, enlist Parent/Guardian corporation and involvement or take other appropriate action). Intervention and support implemented by the principal or his/her designee should include follow up services to both the targeted student and the bully. The principal shall inform the Parent/Guardians of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

13. The principal of each school within the school corporation is authorized to acknowledge and respond to instances of false reporting of alleged bullying incidents. The principal is expected to respond with consequences and remedial actions regarding any person found to have falsely accused another as a means of bullying as permitted under P.L. 285-2013 for:

a. Students – Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion.

b. School Employees – Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with corporation policies, procedures and agreements.

c. Visitors or Volunteers – Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of building or grounds privileges, or prohibiting contact with students or the provision of student services.

14. The superintendent of the school corporation shall annually disseminate this policy to all Parent/Guardians who have children enrolled in a school within the school corporation. The superintendent shall post a link to the policy that is prominently displayed on the homepage of the school corporation's website. The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

15. Each school within the school corporation shall disseminate the anti-bullying policy and bullying prevention instruction to all students in grades 1-12 within the school no later than October 15th of each school year. It is expected that anti-bullying information will be part of a more comprehensive bully prevention effort communicated to the students throughout the school year, and that the age appropriate, research based instruction for all students in grades 1-12 be delivered by a school safety specialist, school counselor, school resource officer or other person with training and expertise in the area of bullying prevention and intervention.

16. Each school within the school corporation shall provide annual training on this policy and bullying prevention and intervention instruction to corporation and school employees, volunteers and contracted service providers who have direct and on-going contact with students.

It is the philosophy of all school personnel to provide quality and safe educational and extracurricular opportunities for young people. School personnel will not tolerate any individual or group of individuals harassment, hazing, or bullying of another student or a group of students. Therefore, it is a violation of school guidelines to physically or verbally threaten, harass, bully, or intimidate others during school hours or at any school event. No one should be subjected to these types of behaviors at any time. These types of behaviors will not be permitted by school personnel, and school personnel will aggressively and appropriately deal with these types of misconduct.

XVI. Student Due Process and- Pupil Discipline
IC 20-33-8-14

The entire foundation and success of public school education depends on the basic concept of self-discipline; a self-discipline which will allow all individuals to exist in a world of change and with the individual rights afforded them by our Federal and State Constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not, at the same time, infringe upon the rights of others. Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-8.1-5.1, the Board of School Trustees authorized administrators and staff members to take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:**

94781968) A middle school, or high school teacher will have the right to remove a student from his/her class or activity for a period of up to (1) school day if the student is assigned regular or additional work to be completed in another school setting. In addition, a middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period of up to (2-5) school days with the principal's approval if the student is assigned regular or additional work to be completed in another school setting.

2) An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to (10) school days.

3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for Suspension and Expulsion in this policy.

GROUND FORS SUSPENSION OR EXPULSION:

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
2. Causing or attempting to cause damage to school or private property.
3. Stealing or attempting to steal school or private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of or with the intent of, obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug,, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or non-prescribed (over-the-counter) drugs, preparations, or remedies. Use of drug authorized by a medical prescription from a physician, or non-prescribed (over-the-counter) drugs, preparations, or remedies with proper written Parent/Guardian authorization is not a violation of this subdivision. However the student will be in violation if the student has taken the medication or non-prescribed (over-the-counter) drugs, preparations, or remedies for reason other than prescribed and/or intended uses. Under no condition or circumstance will a student be allowed to distribute any prescription, nonprescription, or non-prescribed (over-the-counter) drugs,

- preparations, or remedies to another student, for any reason. Under no condition or circumstance will a student accept from another student any prescription, nonprescription, non-prescribed (over-the-counter) drugs, preparations or remedies for any reason.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
 9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
 10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
 11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority;
 - c. willful absence or tardiness of students;
 - d. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, or non-prescribed (over-the-counter) drugs, preparations, or remedies).
 - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
 12. Knowingly possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.
 13. POSSESSION OF A FIREARM
 - a. No student shall possess, handle or transmit any firearm on school property.
 - b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code: any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive - the frame or receiver of any weapon described above - any firearm muffler or firearm silencer - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which had any barrel with a bore of more than one-half inch in diameter - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may readily be assembled .
 - c. The penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
 - d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
 14. Other Grounds for Expulsion or Suspension
 - a. No student may provide, by sale or otherwise, any substance which he/she represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
 - b. No student may possess or use any substance which the student has reason to believe is, or which has been represented as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, or non-prescribed (over-the-counter) drugs preparations, or remedies, or possess or use drug paraphernalia or represent any item to be drug paraphernalia. Examples of things which are not to be possessed or provided or represented as drug paraphernalia to another person are: pipes, rolling papers, or clips.
 - c. Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind be they available with or without a prescription.
 - d. Any substance for which a student has a prescription or written permission from a Parent/Guardian allowing use, must be brought to the school nurse or designee according to policy.
 - e. No student may use any drug, or substance prescribed by a physician for a student's medical use for any purpose, or in manner other than prescribed by such physician.
 - f. No student may use any medicine or substance for which the student has written permission from his/her Parent/Guardians authorizing use for any purpose or in any manner other than for legitimate health care in

accordance with the provisions of this student handbook.

- g. Being tardy without a proper excuse more than three times in any school year.
- h. Being truant.
- i. Engaging in obscene conduct, language, or gestures.
- j. Smoking or chewing tobacco.
- k. Fighting. **This includes encouraging, promoting, and electronically capturing fights.**
- l. Possessing or setting off of any fireworks, including but not limited to smoke bombs, firecrackers or sparklers in a school building or on school grounds.
- m. Throwing food in the cafeteria.

The grounds for suspension or expulsion listed above apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- b. Off school grounds at a school activity, function, or event, or
- c. Traveling to or from school or a school activity, function, or event.

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

SUSPENSION PROCEDURES

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - (a) a written or oral statement of the charges;
 - (b) if the student denies the charges, a summary of the evidence against the student will be presented; and,
 - (c) the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension. Following the suspension, the Parent/Guardians or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURES

When a principal (or designee) determines that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff if the member a) has not expelled the student during the current school year, and b) was not involved in the events giving rise to the expulsion..
2. An expulsion may take place only after the student and the student's Parent/Guardians are given notice of their right to appear at an expulsion meeting with the superintendent or the person designated above.
3. A student or a student's Parent/Guardian who fails to **request and** appear at an expulsion meeting after receipt of notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, notice of the right to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student and the student's Parent/Guardian.
4. Notice of the right to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting an expulsion meeting.
5. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or Parent/Guardian will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
6. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's Parent/Guardian.

The student or Parent/Guardian has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or Parent/Guardian appeal

to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's Parent/Guardian. The board will then take any action deemed appropriate. The governing body may vote not to hear appeals of actions taken. If the governing body votes not to hear appeals, after the date on which the vote is taken a student or Parent/Guardian may appeal only under section 15 of this chapter.

- a. This section applies to a student who:
 1. is at least sixteen (16) years of age; and
 2. wishes to re-enroll after an expulsion.
- b. A principal may require a student to attend one (1) or more of the following:
 1. An alternative school or alternative educational program.
 2. Evening classes.
 3. Classes established for students who are at least sixteen (16) years of age.

Other Disciplinary Actions - Participation by Persons Having Care of Dependent Student

1. The superintendent, principal, any administrative personnel or any teacher of the school corporation shall be authorized to take any action in connection with student behavior, in addition to the actions specifically provided in this chapter, reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference therewith, such action including such matters as:
 - a. counseling with a student or group of students;
 - b. conferences with a Parent/Guardian or group of Parent/Guardians;
 - c. assigning students additional work;
 - d. rearranging class schedules;
 - e. requiring a student to remain in school after regular school hours to do additional school work or for counseling; or
 - f. restriction of extracurricular activity.
2. The governing body of a school corporation may adopt rules that require a person having care of a dependent student to participate in any action taken under this chapter in connection with a student's behavior. The rules must include:
 - a. procedures for giving actual notice to the person having care of the dependent student;
 - b. description of the steps that the person must take to participate in the school corporation's action; and
 - c. a description of the additional actions in connection with the student's behavior that are justified in part or in full if the person does not participate.

XVII. Student Lockers

Lockers made available for student use in the North Lawrence Community Schools including lockers located in the hallways, physical education and athletic dressing rooms, industrial and vocational education classrooms and the art classroom are the property of the school corporation. These lockers are for storing school supplies and personal items necessary for use at school. The lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes and or educational function, or which are forbidden by state law or school rules.

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

A. Locker Rules

In order to implement the school corporation's policy concerning student lockers, the Board of School Trustees of the North Lawrence Community Schools adopts the following rules and regulations:

1. *Locks* - The school corporation will retain access to student lockers by keeping a master list of combinations and/or retaining a master key. Students may not use their own locks. Locks may be removed without notice and destroyed.
2. *Use of Lockers* - Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. Students will be expected to keep their lockers clean and orderly.
3. *Authority to Inspect* - The school corporation retains the right to inspect lockers and their contents to insure they are being maintained in accordance with the conditions of Rule Number 2. All inspections of student lockers shall be conducted by the principal or a member of the administrative staff designated in writing by

the principal. The principal may give the following staff members authority to inspect student lockers: Assistant principals, athletic director, and other building or central office administrators. Physical education instructors and coaches may inspect lockers in the area for which they are directly responsible during the time of their responsibility for the area. All inspection of these lockers shall be conducted by at least two (2) staff members so authorized by the principal. Whenever items are removed from lockers, an itemized list of all items removed shall be made. This list shall also include the student's name who is assigned the locker, the date of removal and the signatures of those involved in the removal of items from the locker. This list shall be kept on file for future reference.

4. A principal, or his/her designee, may search a student's locker and the locker's contents at any time if (s)he has a "reasonable suspicion" that the locker contains items that may cause interference to the educational environment or are forbidden by state law or school rules. Before the administrator, or his/her designee, inspects a particular student's locker, the principal may ask the student to be present during the inspection. Any law enforcement agency having jurisdiction over the geographic area of the school facility containing a student's locker may (1) at the request of the school principal; and (2) in accordance with the rules of the governing body of the school corporation, assist a school administrator in searching a student's locker and the locker's contents. It is understood that any student who uses a locker that is the property of the North Lawrence Community School Corporation, should have no expectation of privacy in that locker or the locker's contents.
5. *Inspection of all Lockers* -
 - A. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or his administrative designee believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers are: (a) When a school official receives a bomb threat; (b) When evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use; (c) At midterm, end of grading period, and before school holidays to check for missing library books, or lab chemicals or school equipment; (d) Where student violence or threats of violence creates a reasonable belief that weapons are stored in the lockers.
 - B. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
6. *Student Material* - When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself contraband, or being used to; conceal contraband.
7. *Disposal of Confiscated Contraband* - All contraband confiscated from lockers may be disposed of by the principal or his designee as (s)he deems appropriate, including (a) return to the proper owner or place; (b) use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under IC 20-8.1-5-4; (c) delivery to the appropriate law enforcement agency properly identified by coded identification (not by student name) for safekeeping; (d) delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or (e) destruction.
8. *Involvement of Law Enforcement Officials* -
 - A. The principal, superintendent or his administrative designee may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required: (1) to identify substance which may be found in the lockers; or (2) to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.
 - B. If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing such official to inspect.
 - C. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf or in the place of such official, the request shall be denied. The principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contain contraband.
9. *Locker Maintenance* - Nothing in these rules shall affect members of the custodial or other staff members who, at the direction of the principal, repair defective lockers or clean out (a) lockers from time to time in accordance with a general housekeeping schedule or (b) the locker of the student no longer enrolled in the school or the activity for which the locker serves. Further, the custodial or other staff members may open a student's locker during any vacation period if they have reason to believe such locker contains rotting, spoiling, or mildewing items such as food, wet clothes, etc.

10. *Athletic Lockers* - Student lockers in athletic areas may be opened by athletic managers and coaches for the purposes of removing, replacing and supplying athletic equipment which is generally done for all athletes. When a student is removed from a particular sport or that particular sport season has ended, the following shall apply when removing items from the athlete's locker:
- Within two (2) school days after his/her last day of participation, or two (2) week days Monday through Friday if after the close of the school year, if the student is available, (s)he shall remove all items from his/her locker in the presence of the coach or his designee. Those items owned by the school shall be turned into the coach and those owned by the student shall be removed from the area.
 - If after the period of time designated in (10-A), the student has not removed all items from his/her locker, the coach of the sport for which the locker was used along with the athletic director or his designee may remove the items from the locker and shall make an itemized list of all items removed from the locker. This list shall also include the name of the student who was assigned the locker, the date of removal, and the signatures of those involved in removing the items from the locker. This list shall be kept on file for future reference.

B. Publication of Rules

Through the student handbook, a copy of these rules shall be provided to each student and his Parent/Guardians or guardian at the start of each school year, or as soon as practicable after the student's enrollment in the school.

XVIII. Visitors

All visitors must check in at the main office. Students should not bring visitors to school. Parent/Guardians and other adult guests are welcome to visit main office personnel at the school, at any time. If the Parent/Guardian, guardian or adult guest wishes to visit with other school personnel, the Parent/Guardian, guardian or adult guest should contact school personnel to schedule a visit. This will ensure that staff persons are available to meet with the Parent/Guardian, guardian or adult guest. During regular school hours all visitors must provide a state approved photo ID in order to proceed beyond the office area. We ask that visitors not interrupt instruction. If you wish to volunteer or chaperone a trip, you must contact the school to complete paperwork for a criminal history background check.

XIX. Library

Students are encouraged to use the library. Students who go to the library from a class should be accompanied by that teacher or have a pass signed by their teacher. Students may check out (borrow) books for their personal use. Students are responsible for returning the library materials on or before the date due.

Lost or damaged books shall be paid for by the student.

XX. Study Periods

The purpose of a study period is to help students complete assigned work that has not been completed during the regular class period. Students will be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. Students are expected to report to study periods with the appropriate materials. Student conduct should be such that all students may study without distraction.

XXI. Who Owns This School?

Surprisingly *you* do! Your Parent/Guardians and all taxpayers are legally required to pay taxes that build and maintain the public school system. Everyone pays taxes in one form or another. Therefore, any damage done to this building, equipment, buses or books must be paid for with your own family's money! It is not enough that you should refrain from doing anything to increase this cost to your Parent/Guardians, neighbors, and yourself, but you must help protect the schools by discouraging or reporting such activity by any others. *Remember*, most trouble starts as fun!

XXII. Telephones

The office telephones are business phones, and should be used by students for emergencies only.

XXIII. Articles Prohibited in School

Problems arise each year because students bring articles which are hazards to the safety of others or interfere in some way with school procedure. Such items may include toy guns, water pistols, bean shooters, slingshots, knives, hard balls, laser pointers, skateboards, for example, are undesirable and may be impounded and returned to the **Parent/Guardian upon** request. Roller skates and sneaker skates are not to be worn at school. Parent/Guardians are requested to help children understand the necessity for such regulations.

XXIV. Money or Other Valuables

Never leave money or other valuables in your locker or in coat pockets in lockers. Keep your money with you. The school cannot be responsible for property lost at school, although every effort is made to prevent theft.

XXV. Student Progress Monitoring

NLCS middle schools do not issue report cards. Parent/Guardians are encouraged to monitor their students' grades on a weekly basis via the Powerschool Parent/Guardian Portal. Please contact your students' school if you have issues gaining access to the Parent/Guardian Portal.

XXVI. Progress Reports

Student progress reports may be sent anytime between marking periods to Parent/Guardians of students who need some type of special attention. Acknowledgment of this report by signing it, a note, phone call or a visit is appreciated.

At the midpoint of each grading period, all students will receive a progress report. Although the progress report is not a part of the permanent student record, it does reflect how the student is progressing.

XXVII. Parent/Guardian Conferences

NLCS schedules Parent/Guardian conferences in the fall. Parent/Guardians may make appointments at other times for conferences with teachers, counselors or the principal by contacting the school office.

XXVIII. Homework

Homework is an out-of-school assignment that contributes to the educational process of the student. It is an extension of class work. Homework may include additional practice exercises, reading of material on a specified subject, in-depth extension of classroom activities, or independent project work related to the subject. *Purposes and/or Objectives of Homework*

1. To review or extend classroom learning by providing practice and application of knowledge gained.
2. To teach students responsibility and organizational skills.
3. To promote wise and orderly use of time.
4. To encourage a carry-over of worthwhile school activities into permanent career and leisure interests.
5. To provide opportunities for broad enrichment activities.

A key factor in the effectiveness of homework is home-school communication. When all concerned know exactly what is expected, homework can be rewarding.

XXIX. Grading Scale/Honor Roll

Honor Roll

The following criteria will be used to determine the students to be included on the honor roll. An honor roll will be published soon after the end of each nine weeks grading period. To be eligible for the honor roll, a student shall meet the following guidelines:

"A" Honor Roll, grades 1 - 12

A student will be recognized on the "A" Honor Roll by achieving the letter grade of "A" in each class taken.

Regular Honor Roll, grades 6 - 12

A student will be recognized on the Regular Honor Roll, grades 6 - 12, by achieving the letter grade of "B" or better in each class taken.

Grading Scale

The grading scale of North Lawrence Community Schools is as follows:

<u>Percent</u>	<u>Grade</u>	<u>Percent</u>	<u>Grade</u>
97-100	A+	77-79	C+
93-96	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
		59 and below	F

~~Class participation and attendance may affect a student's grade.~~

XXX. Dress Code

School personnel need and ask for the support of Parent/Guardians to ensure that students come to school in attire that is modest, does not pose health or safety hazards, and is not disruptive or distracting to the school environment.

The goal in all buildings of the North Lawrence School system is to provide an educational environment that is pleasant, safe, and conducive to instruction. Students are permitted to express their individuality as long as their appearance does not compromise the educational climate or the rights of other students.

The following items attempt to serve as a guide for students as they dress for school. Please feel free to ask an administrator if there is a question about whether or not an article of clothing is considered appropriate dress for the NLCS school environment.

1. Students are to wear items of clothing in the manner in which they are designed and intended.
2. Shorts and skirts may be worn if they are at least finger tip extended length.
3. Clothing that is designed to be worn skin tight will not be permitted, unless worn as an undergarment with the outer garment at least fingertip length.
4. Students are to wear shoes at all times. Students are encouraged to consider safety issues when selecting footwear, flip-flops are discouraged.
5. Clothing that has been modified by tearing or cutting is not permitted. (This includes such items as cut-off shorts, muscle shirts or shirts with cut-off sleeves.)
6. Students are required to wear shirts and blouses that are worn, at a minimum, waist-length. In other words, clothing designed to reveal a bare midriff will not be permitted.
7. Garments which partially cover the upper body, such as halter tops, tube tops, tank tops, mesh tops, strapless tops or tops with spaghetti straps will not be permitted. Garments that reveal cleavage are not permitted. Any apparel that exposes undergarments is not acceptable.
8. Clothing that contains any of the following is strictly prohibited:
 - A. Advertising or content relating to alcohol, beer, drugs, tobacco, or other illegal substances.
 - B. Obscene or lewd writing, pictures, profanity, or language inappropriate to an educational environment.
 - C. Anything that implies, suggests, or portrays sex or violence.
 - D. Holes which expose underwear
 - E. Gang attire, signs, or symbols.
9. Hats or sunglasses are not to be worn inside the school, unless it is a school-sponsored activity. Headbands or bandannas are not to be worn at any time on school grounds. A headband is permitted if it is worn above the forehead as a part of a hair style.
10. Unless appropriate to the class activity, students are not to wear coats or jackets, designed exclusively as outerwear, in classrooms, resource centers or lunchrooms. (Teachers or administrators may grant exceptions to this rule due to a class activity or room temperature.)
11. Students are not permitted to wear clothing that is considered sagging or dragging.
12. Students may not wear any type of clothing or other items (chains, bullets, etc.) the administration deems inappropriate or unsafe if the clothing presents a real or implied threat to the safety or well-being of individuals in the school environment.

Principals may use discretion with the implementation of the above stated criteria based upon age appropriateness. When appropriateness of dress is in question, the principal or his/her designee may request modification or send the student home to change. Students who dress in an inappropriate manner may receive some form of disciplinary action depending on the age of the student and the severity of the problem. Disciplinary actions for inappropriate dress may be detention, Saturday School, In-School Suspension, or Out-of-School Suspension.

XXXI. Miscellaneous

A. Tobacco, Drugs, Alcoholic Beverages, Intoxicants

The use or possession of tobacco, drugs, alcoholic beverages, and intoxicants by students is prohibited. This applies to all school sponsored activities as well as the regular school day. Violation of this rule is a serious offense and could result in suspension or expulsion from school.

B. Snowballs

Throwing snowballs is a dangerous practice. Throwing of snowballs on the school premises is prohibited.

C. Lost Articles

Lost articles should be taken to the office where they may be claimed by the student who lost them.

D. Motorized Vehicles

Middle school students are not permitted to drive motorized vehicles to or from school.

E. Personal Items

The school is not responsible for personal items brought to school by students.

XXXII. Emergency Drills

Emergency drills will be conducted periodically during the school year. Students will be made aware of procedures to be observed during fire, tornado, earthquake and violent intruder emergencies.

XXXIII. Non-Discrimination

The North Lawrence Community Schools, in compliance with federal regulations, do not discriminate on the basis of sex or handicap in admission to and participation in its educational programs and activities, or in employment. Parent/Guardians should contact their child's principal in event of questions concerning the school's compliance. The

principal will have detailed information as to provisions, procedures, Parent/Guardian rights, and grievance procedures.

XXXIV. Immunization

Parent/Guardians of all children enrolled in North Lawrence Community Schools must furnish the principal with a written statement of the child's immunizations for diphtheria, whooping cough, tetanus, measles, mumps, rubella, polio, hepatitis B, varicella, and other communicable diseases designated by the State Department of Health no later than the child's first day of school in the school corporation, unless such a statement is already on file. No student will be permitted to attend school beyond the first day of school without furnishing this written statement, unless:

- A. The school may provide a limited amount of time for out of state enrollees to comply with immunization requirements; or
- B. The local health department or a physician determines that the child's immunization schedule has been delayed due to **extreme circumstances**, and that the required immunizations will not be completed before the first day of school. In such cases, the Parent/Guardian must furnish this written statement and a time schedule approved in writing by a physician or a local health department for the completion of the remainder of the immunizations.

The requirement that each child be immunized for the above listed diseases may be waived for medical reasons, where a physician certifies that a particular immunization is or may be detrimental to the child's health, or where the child's Parent/Guardians object in writing on religious grounds to such immunization. However, the written statement regarding immunization history is required regardless of whether the requirement for immunizations has been waived for religious or medical reasons.

Hearing and Vision Screening Requirements

Indiana Public Law requires that hearing and vision and screening be offered to students in certain grades annually; hearing screening is done in grades kindergarten, 1, 4, 7 and 10; vision screening is done in grades 1, 3, and 8. Other students can be screened upon referral by Parent/Guardian, teachers, or other personnel.

The Indiana State Department of Health maintains an immunization registry entitled Children and Hoosiers Immunization Registry Program (CHIRP). CHIRP allows all health care providers within the state of Indiana to enter immunization data as a method of electronic documentation. CHIRP ensures that the most up-to-date record of immunizations is available to all health care providers. The Indiana Department of Education mandates that all schools within the state of Indiana utilize CHIRP to document annual immunization reports. Schools are required to submit these immunization reports to maintain the school's accreditation. Parent/Guardians/guardians within NLCS are being notified of this immunization reporting and your permission is requested to submit the immunization status of your child in this format.

Parent/Guardian understands that the information in the registry may be used to verify that your child has received proper immunizations and to inform Parent/Guardian or child of the child's immunization status, or that an immunization is due according to recommended immunization schedules.

Parent/Guardian understands that your child's information may be available to the immunization registry of another state, a healthcare provider or a provider's designee, a local health department, an elementary or secondary school, a child care center, the office of Medicaid Policy and Planning or a contractor of the office of Medicaid Policy and Planning, a licensed child placing agency, and a college or university. Parent/Guardian also understands that other entities may be added to this list through amendment to I.C. 16-38-5-3.

XXXV. Policy Regarding Sexual Harassment

I. The Policy

- A. It is the policy of the North Lawrence Community School Corporation to maintain a learning and working environment that is free from sexual harassment.
- B. It shall be a violation of this policy for any employee or student of the North Lawrence Community School Corporation to harass another employee or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined in Section II. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

II. Definitions of Harassment

A. Types of Sexual Harassment

Sexual harassment shall consist 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 employee to another employee, or when made by any student to another student or student to employee when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;

2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
 3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
 4. Denial of an employment or educational opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student;
 5. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.
- B. Unwelcome Conduct of a Sexual Nature
1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
 2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee or student has indicated, by his or her conduct or verbal objection, that is unwelcome.
 3. 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.
- C. Examples of Sexual Harassment
- Sexual harassment, as set forth in Section II.A. may include but is not limited to the following:
1. Verbal harassment or abuse.
 2. Repeated remarks to a person with sexual or demeaning implications.
 3. Unwelcome touching.
 4. Pressure for sexual activity.
 5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.

III. *Complaint Procedures*

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

C. Reporting Sexual Harassment

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

- (a) Reports must be in writing on forms supplied by the Corporation (if verbal complaint is made, the school official should file a written report);
- (b) Reports must name the person(s) charged with sexual harassment and state the facts;
- (c) Reports must be presented to the building principal where the alleged conduct took place. The building principal shall inform the superintendent, or his/her designee, of all filed reports;
- (d) The building principal who receives a report shall thoroughly investigate the alleged sexual harassment;
- (e) The report and the results of the investigation will be presented to the superintendent. The superintendent shall review the report and make a recommendation to the Board of School Trustees of any action deemed appropriate.
- (f) The Board of Trustees may consider the report and the superintendent's recommendation in executive session. The Board may take any action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

IV. *Sanctions for Misconduct*

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

V. *False Reporting*

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

VI. Notification of this Policy

Notice of the policy will be circulated to all schools and departments of the North Lawrence Community Schools.

XXXVI. Complaint/Suggestions

Questions, concerns, or problems which are not answered by information in this handbook should be given to the building principal. In most cases, the principal will be able to supply additional information. However, a form has been developed for use when a Parent/Guardian wishes to bring a concern to the attention of the superintendent and the School Board of Trustees. Complaints and suggestions receive consideration and information provided on the form is helpful to all concerned.

XXXVII. Closing Schools

All day: School officials will make decisions concerning closing as early as possible. Parent/Guardians should listen to the local radio station for latest information. Additionally, the School Messenger system will be used to send pre-recorded announcements to Parent/Guardians.

Part of a day: School officials will avoid sending students home early whenever possible. Parent/Guardians should instruct their child(ren) what to do in case of an early dismissal.

School Delay: School officials will make this decision as early as possible. Parent/Guardians should pre-plan what to do if there is a delay and instruct students accordingly. Continue to monitor the media reports. An announcement to close school may need to be made.

XXXVIII. Electronic Devices

Cell phones (or any personal electronic device) are permitted for the explicit purpose of allowing students the ability to communicate in emergency situations before and after school hours.

Cell phone use within the building is not permitted without the expressed permission of the principal or designee. Upon entering the building, cell phones should be immediately turned off and remain off until the student leaves the building after school.

During school hours, cell phones must be placed and should remain in a secure location. Students are not permitted to carry their cell phone with them during the school day. At no time during the school day are cell phones to be used to text message, make phone calls, show pictures, take pictures, play music, or check for missed calls. This includes passing and lunch periods.

Students using their cell phone to electronically capture fights are participating in "Fight Promotion/Disrupting Educational Process" and are subject to school discipline.

If it is necessary for students to communicate with Parent/Guardians or others, students should report to the school office. Students do not need access to communication devices during the school day. Parent/Guardians may contact students through the school office.

Students who violate this policy will be referred to an administrator for appropriate disciplinary actions.

Important Notice to Students and Parent/Guardians Regarding Cell Phone Content and Display

" The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.

" It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.

" It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.

" "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

" The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

" Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for Parent/Guardians and students to be aware of the legal consequences should this occur in our school system.

I. MESSAGE FROM PRINCIPAL

Congratulations! You should be proud of your decision to try athletics as a part of your educational experience. You are willing to try to meet certain conditions that will enable you to participate in some type of athletics. Remember, you are a student-athlete with the responsibility of keeping up your grades and a student-leader which other students will look to for leadership. If you find keeping up your grades difficult, talk with your coach, counselor and/or teacher to find help. With the position on a team comes leadership responsibilities. Your behavior at school is expected to be exemplary. As a master craftsman shapes his raw materials into a finished product you must shape yourself. Participation in athletics has many advantages. You are taught to abide by rules and regulations. Lasting friendships will result and you will develop a respect for others. You will learn to manage your time more efficiently and stay with difficult tasks. There are many other advantages. Many participate in athletics to set themselves apart from others. "I belong" is an important feeling. Whatever reasons you have chosen for athletics, we here at the middle school are glad you did so. We will stress safety in all aspects of practice and competition.

II POLICY STATEMENT

The following procedures will govern the various athletic programs at the North Lawrence Middle Schools. It is the responsibility of the student athlete, aided by his or her Parent/Guardians or guardians to be familiar with and comply with each requirement in this handbook. All items of these procedures will be reviewed annually. Each item will be amended, deleted, or continued for the ensuing year as so recommended by the majority of the Athletic Directors and Principals and approved by the School Board. This manual supersedes any and all other handbooks or policies for the governing of the various athletic programs of the North Lawrence Middle Schools. Interscholastic and intramural activities must be concluded by 6:00 p.m. on Wednesday, except pursuant to school policy.

III. ADMINISTRATION

The definition of an athlete in the context of this manual, refers to any registered NLCS seventh or eighth grade student, male or female, who actively participates in any athletic program sponsored and supervised by the North Lawrence Middle Schools. The student athlete becomes a special person and as such, carries a burden not shared by the rest of the student body. Athletes are constantly watched for conduct that is not considered to be that of a good school citizen. The athlete's example will be followed by many peers. Any student aspiring to be a part of the athletic program at the North Lawrence Middle Schools must be willing to be self disciplined and to assume this burden for the duration of the program. Any student who is not willing to assume this responsibility would do well to search for some activity, other than athletics, in which to participate. The care of athletic equipment issued by the school for individual use while participating in a given program is the sole responsibility of the athlete. The athlete will be responsible for the care of such equipment and may be held financially responsible for unnecessary abuse or loss.

IV. THE PURPOSES OF THE ATHLETIC PROGRAM AT THE NORTH LAWRENCE MIDDLE SCHOOLS

The purposes of our athletic programs are as follows:

- A. To provide a safe environment for a diversified athletic program that is physically and mentally stimulating, socially accepted, and morally sound.
- B. To provide an opportunity to learn, practice, and become proficient in the personal characteristics of perseverance, self-discipline respect for others and their possessions, obedience, loyalty, promptness, humility, consideration for others in hope that these characteristics will prevail long after athletic participation has terminated.
- C. To provide an opportunity to learn and practice the various fundamentals characteristic and peculiar to the various athletic programs which are currently a part of the school's total program.

V. ELIGIBILITY

- A. The following rules apply to all athletic participants including cheerleaders and drill team members. Any deviations of items having to do with eligibility, including transfer of NLCS students, may be brought before the Athletic Council consisting of the Middle School Principals and Athletic Directors for clarification and resolution.
- B. Any full time NLCS seventh, or eighth grade student will be eligible to participate only during the first year at each grade level.
- C. Seventh grade students must not have reached their 15th birthday prior to, or on the last scheduled date of the season in that sport.
Eighth grade students must not have reached their 16th birthday prior to, or on the last scheduled date of the season in that sport.
- D. You must conduct yourself in or out of school in a way which reflects credit on your school. Do not create a disruptive influence on the discipline, good order, moral and educational environment in your school
- F. If you are absent five or more consecutive school days due to illness or injury you must present to your principal written verification from a licensed physician stating that you may resume participation. Student athletes unable to participate in physical education as a result of illness or injury are not eligible to participate in an athletic

contest on the same day.

- G. You must have the completed physical consent and release certificate on file with your principal each school year, between May 1 and your first practice.
- H. A student will participate in at least ten practices before (s)he competes in any interscholastic sport. (S)he will also wear any necessary personal safety equipment that is needed to participate in the given sport. This equipment will be furnished by the athlete.
- I. Any student with a failing grade at grade checks will be ineligible to compete. Grades will be checked every three weeks. As soon as the student has a passing grade in all classes, that student resumes their eligibility. Second infractions or inability to obtain a passing grade at the next grade check may result in dismissal from the team. Once a student becomes ineligible, the coach of that team will personally speak with that student's parent/guardian to explain why that student is ineligible.
- J. Poor citizenship will result in an eligibility check as outlined in K below.
- K. Eligibility of any student will be determined by the athletic director and/or principal, with all affected coaches being notified.
- L. *Substance Abuse*

Training regulations for athletics are neither numerous nor difficult for any participant to follow. It has been the contention of athletic coaches for many years that athletes who violate training regulations are poor risks on the athletic field. Teams that train well generally have strong team discipline and great team morale.

1. Definition of Terms of the Substance Abuse Policy

- a. Controlled substance is any illegal substance or drug, in any form as defined under Indiana Law, including alcoholic beverages, tobacco, intoxicants, and marijuana, and shall include any other substance represented as a controlled substance (look-a-likes) even if not actually a controlled substance.
- b. Confirmed Violation
 - 1. A communication from the office of the Prosecuting Attorney indicating probable cause to support the filing of a criminal information or petition of delinquency alleging possession, transfer, or use of a controlled substance.
 - 2. A voluntary admission involving possession, transfer, or use of a controlled substance by the student alleged to have violated this policy (see honesty clause) or
 - 3. A finding by school personnel based upon observations and/or first-hand information that a student violated the Substance Abuse Policy.
- c. School shall mean the North Lawrence School Corporation, including the officers, agents, and employees of the North Lawrence School Corporation.

2. Scope of Substance Abuse Policy

The Substance Abuse Policy shall apply to all North Lawrence School Corporation students. The provision and penalties of this Policy shall be imposed without regard to whether the violation was related to a school event and regardless of the day of the week on which the violation occurred. All provisions and penalties of the Substance Abuse Policy shall be cumulative in nature and should apply throughout the student's enrollment in the North Lawrence School Corporation, whether continuous or not. After the first interschool competition of an athletic activity, an athlete will not be permitted to quit one activity and join another that is in progress at the same time. The student is ineligible to participate in any other athletic program for the duration of the program in which the student started or joined.

VI. PROCEDURES UTILIZED WHEN VIOLATIONS OF POLICY OCCUR

- A. Use of or knowingly possessing tobacco products
 - 1. First offense-if on an active team, the penalty shall be suspension from competition for the next two contests the team participates in. If only one contest remains the last suspension contest shall be in the first contest of the next season participated in and completed. (see honesty clause)
 - 2. Second offense-if on an active team the penalty shall be dismissal from the team for the remainder of the season or 25% of a season. If not on an active team the penalty shall be 25% of the contests of the next season the athlete participated in and completes.
 - 3. Third offense-immediate suspension from all participation in all sports both practice and competition for the next 18 regular school weeks beginning the week the ruling is made.
- B. Use of or knowingly possessing alcohol or drugs other than those prescribed by a doctor specifically for the athlete. These are considered equal and use of either after a previous violation of this rule is a second offense.
 - 1. First offense - if a member of an active team, the penalty shall be dismissal for the remainder of that season. If the athlete is not a member of an active team, they shall be suspended from competition for the first 25% of the contests of the next season sport the athlete participates in and completes. (see honesty clause)

2. Second offense - suspension from all athletic practice and competition for 18 consecutive regular school weeks beginning the week the ruling is made.
3. Third offense-suspension from all athletic participation for the remainder of the athlete's high school years.
- C. Criminal activity of any kind which would be considered a misdemeanor by the courts.
 1. First offense - suspension from all athletic practice and competition for 18 consecutive regular school weeks beginning the week the ruling is made.
 2. Second offense - suspension from all athletic participation for the remainder of the athlete's middle school years.
- D. Criminal activity of any kind which would be considered a felony by the courts.
 1. Suspension from all athletic participation for the remainder of the athlete's school years.
- E. *Honesty*--If an athlete admits to a violation voluntarily without being cited for the violation, the penalty shall be reduced in the following manner for the first offense only.

Tobacco--suspended from one competition if on an active team. If not on an active team, suspension from the first competition of the next season the athlete completes.

Drug and alcohol--If on an active team, the penalty shall be suspension for 20% of the competition season. If not on an active team, the penalty shall be suspension for the first 20% of the next season completed. Any athlete who admits to an alcohol and/or drug problem and provides evidence of having received counseling shall have the penalty reduced to 10% in both situations. The use of or possession of alcohol or drugs, other than those specifically prescribed by a physician, will be considered a violation of this policy. The use of alcohol or drugs will be considered to be equal offenses.

Misdemeanor--reduces to 9 consecutive regular school weeks beginning the week the ruling is made.

VII. ATTENDANCE RULES

- A. All athletes are expected to attend all practices, meetings, and contests scheduled for their team unless excused in advance by their coach. The head coach of each sport shall establish rules for attendance (and give copies to all athletes to take home for Parent/Guardian signature and return. A copy shall be on file in the athletic office.)
- B. Athletes may not practice or play in a contest if they have failed to attend at least four classes that day. Pre-approved absences are acceptable.
- C. Athletes may not practice or play in a contest on any day they are suspended from school.
- D. A student must be in attendance on Friday to be eligible to participate in any athletic contest held on the weekend unless they have a doctor's release. All athletic practices and games will be canceled when school is canceled. If school is on a two-hour delay schedule, morning practices will be canceled. If school is dismissed early due to inclement weather, afternoon and evening practices and games will be canceled. The safety of our young people is our primary concern.

There will be no athletic practices or games on Good Friday, Thanksgiving Day, Christmas Day, and New Year's Day. If a coach wishes to conduct a practice session during any other religiously affiliated holiday, the coach must receive approval from the Superintendent of Schools or designee two weeks prior to the date under consideration. **There will be no practices or games on Sundays or major holidays. There will be no exceptions to this rule.**

VIII. PERSONAL HABITS

The basic goals of participation in middle school athletics include such things as discipline and self-improvement. Keeping those goals in mind we have outlined some basic habits which will be of value to all participants.

SLEEP--An athlete will burn a lot of energy and the rebuilding process depends on plenty of sleep. An athlete will require eight to ten hours of sleep per night with two of those hours before midnight. Friday and Saturday night bedtime may be extended somewhat according to rules set up by coaches of a particular sport.

- B. **EATING**--"You are what you eat"--A disregard of simple rules of proper eating will definitely show up in your performance on the athletic field or on the court. Meals available at home are superior to those at a restaurant. The school cafeteria offers good noon meals in a better atmosphere for the short time you have to eat. Avoid a lot of fried foods and avoid snacks between meals.
- C. **APPEARANCE**--Successful athletes develop a strong sense of pride. This pride should be reflected in your personal appearance and your manner of dress. Good personal grooming and wearing neat and clean clothing will be expected of all athletes each day.
- D. **CITIZENSHIP**--Daily good citizenship and the behavior of a lady or gentleman will do much to prove that you are worthy to wear the school colors. Good citizenship is expected of all athletes at all times. You owe this to the team, to yourself, and to the school you represent.
- E. **ATHLETIC PARTICIPATION**--All athletes should try to participate in as many sports as possible. This effort will strengthen the entire program and make you a superior athlete. If you are not involved in a sport during a particular season, you should be on a conditioning program so that you may improve your strength and work

on improving your skills.

JEWELRY/PIERCINGS-Jewelry and body piercings are not permitted at any time while participating in practice or competition.

IX. TRANSPORTATION

All students will use the transportation provided by the school to and from extracurricular events unless the Parent/Guardians have filled out and signed the proper request form for the student to ride home with the Parent/Guardian. The Parent/Guardian assumes responsibility for the return trip. *All athletes will ride buses unless this procedure is followed.* A sign out sheet will be available through the coach or designee.

Students will be notified of bus arrival and departure times. The bus will leave at the departure time listed. The time given for arrival back at school is approximate. Athletes should arrive at school ten minutes before bus departure time. Parent/Guardians should be at school ready to pick the athletes upon return of the bus.

X. PRACTICE POLICIES

Athletic teams and individuals will not practice more than two (2) hours a day on the court, pool, floor, or field Monday through Friday. Saturday practices are not recommended. But if the coach feels there is a need for a practice, it will not last more than (2) hours on the court, pool, floor, or field. All school-sanctioned Saturday practices are scheduled through the Athletic Office. All school-sanctioned practices or games on Sunday, major holidays (New Years, Good Friday, Thanksgiving, Christmas) or when school is dismissed for inclement weather are not permitted without prior approval of the Superintendent of Schools or designee.

XI. GRADE LEVEL PARTICIPATION

Student Athletes will be allowed to participate on higher grade level teams only if the higher grade level team would not be able to have enough participants to play or as a sub if the higher grade level team does not have any substitute. Lower grade players can not play more than one quarter. If enough grade level participants are on a team to play or have one or more substitutes, lower grade level athletes will not be allowed to play for the higher grade level team.

XII. CITIZENSHIP

All participants are expected to conduct themselves in a manner that reflects positively on the school, using good common sense as a guide. Eligibility to participate requires good citizenship in all phases of school activities-in the classroom, on the school grounds, and in actual competition.

XIII. REQUIRED DOCUMENTS

Each athlete must have on file in the principal's office or other designated place the following completed information and documents prior to participation in any program at any time:

- A. Signed student certificate
- B. Signed Parent/Guardian consent
- C. Completed and signed medical history
- D. Signed (by doctor) physical exam certificate
- E. Signed (by Parent/Guardian) permission for emergency medical attention
- F. Request to ride with Parent/Guardians (for each contest.)
- G. Completed baseline test for concussions for contact sports such as football.

XIV. ACCIDENT AND INJURY

Each coach will use his own judgment when a player under his supervision is injured. If the coach feels the injury is serious, he will contact someone with more thorough training in the treatment of injuries. The next course of action will be to use the Emergency Number 911 and secure the help of trained personnel. The coach will do what he can to make the athlete comfortable and use the accepted procedures of normal first aid. Coaches will have on file a card signed by the Parent/Guardian or guardian, granting permission for medical treatment. These permission cards will be on file in the coach's office. When playing away from home, these cards will be taken also. In event of injury, the head coach will file an accident report in the principal's office before 10:00 o'clock the first day of school following the accident. If a player is suspected of having a concussion, the player must pass the follow-up concussion test before returning to practice or play.

Acceptable Use Policy (AUP) 2011

North Lawrence Community Schools

Technology Mission Statement

North Lawrence Community Schools (NLCS), in collaboration with the community, provides a learning environment complete with contemporary technology that integrates with the curriculum and augments learner goals and the Indiana State Standards.

1. Policy Statement

It is the objective of the Board of School Trustees of the North Lawrence Community School Corporation to provide electronic and communication resources to its school community for the purpose of promoting student achievement and the efficient operation of NLCS, while protecting confidential information from disclosure to unauthorized persons.

In the pursuit of this objective, the Board expects school employees and students to utilize any electronic and communication resource, device, or service in a manner consistent with this policy.

In making decisions regarding student access to the Internet and Electronic Communication Devices (ECDs), the North Lawrence Community Schools 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 and use of ECDs enable 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 and ECDs throughout the curriculum and will provide guidance and instruction to students in their use. As much as possible, access from school to Internet and ECD resources should be structured in ways that point students to those that 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.

Students utilizing any Internet services or ECD must first have permission and be supervised by the North Lawrence Community School's professional staff. Students utilizing Internet access or ECDs are responsible for good behavior just as they are in a classroom or other areas of the school. NLCS rules for behavior and communications apply.

On campus, Internet access and use of ECDs must 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 North Lawrence Community Schools. Access is a privilege, not a right. Access entails responsibility.

Use of accounts during school hours should be in support of educational research and/or communication and consistent with North Lawrence Community School's educational objectives. **Therefore Internet access and ECDs will be limited to educationally approved use. Educationally approved usages are determined by the user with the understanding that he/she may need to justify the use(s) to a peer, teacher, administrator, Parent/Guardian, or the general public.** Transmission of any material in violation of any U.S. or state regulation is prohibited at all times. This includes, but is not limited to copyrighted material, threatening or obscene material, political lobbying, etc.

94802400. Scope of this Policy

This Policy applies to all users of Internet access, ECDs, e-mail, and computer based research and communication on the grounds of or provided by North Lawrence Community School Corporation.

94782016. Penalties for Violation of this Policy

Negligent, knowing, and/or intentional violations of this Policy will have significant consequences such as suspension or expulsion of a student, and/or prosecution according to law.

Consequences

- a. Violations of the terms and conditions described above shall result in disciplinary action. It is a criminal act under Indiana law to access a computer system and/or damage or alter a computer program, data, or hardware without the consent of the computer owner. A computer user who violates these terms and conditions may lose computer privileges and shall be subject to disciplinary action as determined by school administration.
- b. There are criminal statutes pertaining to computer tampering (Indiana Code 35-43-1-4) and computer trespass (IC 35-43-2-3). Computer tampering deals with the knowing or intentional alteration or damage to a

computer program or data without consent, and computer trespass deals with the knowing or intentional access to a computer system network or a part thereof without consent.

- c. Computer tampering is a Class D Felony, and computer trespass is a Class A Misdemeanor. In addition, there are other criminal offenses, which deal with theft and criminal mischief with similar or greater penalties of imprisonment, depending on the circumstances.

94782017. Ownership of NLCS Electronic Resources & Information Stored on Them.

NLCS Ownership. The electronic resources provided by NLCS and all information contained in or on them and all information transmitted on or stored on them are at all times the property of NLCS, subject to any proprietary interest existing before the entry of the information on NLCS electronic resources, such as properly identified and registered copyright interest. In no case are these electronic resources or the information stored on or in them owned, rented, loaned, or leased by users to the exclusion of authorized NLCS administrators. Documents and other data created or stored on NLCS electronic resources may be protected by copyright by the author and reproduced by a duly authorized licensee, but this ownership interest shall not be utilized to deny access to information stored or reproduced through NLCS electronic resources.

No Expectation of Privacy. No user shall have an expectation of privacy in any information created, received, or stored on NLCS's electronic resources. If a user transmits or receives messages on NLCS's electronic resources such as e-mail, the content of such a communication is subject to investigation, search, retrieval, and review in accordance with this Policy. Confidential communications shall not be transmitted on NLCS electronic resources except where the confidential or privileged communication is on behalf of NLCS and not an individual user.

Information as Public Records. Users of NLCS's electronic resources are on notice by this Policy that messages and other information transmitted, stored, or received on NLCS's electronic resources may become a "public record" under the Indiana Access to Public Records Act, Indiana 5-14-3 ["APRA"]. Messages and information are subject to disclosure by NLCS pursuant to an APRA request without further notice to the user.

No User Installed Password Barrier or Encryption. A user of NLCS's electronic resources who makes use of a password, code or encryption device to restrict or inhibit access to a NLCS electronic resource shall provide immediate unlimited access to this data when requested to do so by the User's supervisor, if an employee, or teacher or principal, if a student. A User's supervisor (if an employee) or principal or teacher (if a student) is authorized by this Policy to override, void, or destroy any code, password, or encryption device to access any information stored on or accessible through a NLCS electronic resource.

Disclosure of Password. Except as provided above, no person shall request or require that a user reveal a password or access code for any NLCS electronic resource. A supervisor, principal, or teacher with a legitimate school need to review the electronic resource usage of a user shall contact the administrator of the electronic resource for access rather than request that the user reveal the user's password or access code. NLCS personnel authorized to operate a computer on either a building level or district-wide computer network and related terminals shall be assigned a user password by the district technology coordinator. Each user's password shall be changed periodically by the user for security reasons (Each building in NLCS will have a building representative with password rights or a NLCS technician).

Use of Another User's Password. A user shall not attempt to obtain or use another user's password, sign-on, or account without written or verbal permission from that user. An unauthorized attempt to log onto any electronic resource as a Network Administrator will result in discipline including termination for employees and expulsion for students.

Monitor Protection. Messages containing confidential information should not be left visible on the monitor when a user is away from his or her computer.

Change of Passwords. E-mail, and network sign on passwords shall be changed at the discretion of the systems administrator.

NLCS Network Policy

Members of the NLCS Network Community have certain network privileges. Infringement of or disrespect for the rights of others may result in disciplinary action. These privileges include:

- a. **Equal Access.** All members of the NLCS Network community will be granted free and equal access to as many network services as the technology allows. Exploration of the Internet is encouraged relative to the purposes of the Network; however, no single user should monopolize a computer or the network they use. You may be asked to remove personal files if total system storage space becomes low.
- b. **Safety.** To the greatest extent possible, members of the NLCS Network Community will be protected from unwanted or unsolicited contact. Any community member who receives threatening or unwelcome communications should bring them to the attention of a system administrator or teacher. Users must be aware that there are many services available on the network or Internet that could potentially be offensive to certain groups of users.

94782018. Use of Any Internet Access and/or ECDs on NLCS Grounds and/or During School Sponsored Activities

Unacceptable Uses of NLCS Internet and/or ECDs

Users are expected to abide by the generally accepted rules of network etiquette. It is expected that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Unacceptable usage of the Internet and/or ECDs includes but is not limited to the following:

- a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. to transmit obscene, abusive, sexually explicit, or bullying/threatening 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;
- f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission;
- g. information that enable or support the commission of a crime or an act that would endanger the user or others or damage property;
- h. a message from a person not authorized to use NLCS communication resources;
- i. offers to buy or sell goods or services from an individual or private business or entity;
- j. jokes, comments, or messages that contain content that is demeaning to a group of people, defamatory, harassing, threatening, objectively offensive, or disruptive to the intended recipient. Examples of information that violate this provision include harassment in violation of NLCS Board Policy, sexual comments or images, pornography, and racial, ethnic, disability, or religious slurs;
- k. information that hides or attempts to hide the identity of the sender, or misrepresents the identity of the sender;
- l. information that would enable a user to obtain access to the information or e-mail of others without authorization;
- m. excessive messages not related to NLCS business;
- n. a computer virus or other message that is known by the sender to have the capability to damage or impair the operation of an NLCS electronic resource or another person or organization's communication resource; and,
- o. school communication resources are not to be used for personal gain.
- p. Unauthorized use of drives to transport information (flash drives, jump-drives, PIN devices, online storage, external hard-drives, etc.)
- q. The network shall not be used in such a way as to disrupt its use by others. All communications and information accessible via the network is property of North Lawrence Community School Corporation and is not considered private property of the individual.
- r. Students are prohibited to broadcast, instant message, or chat with other users inside or outside of the NLCS network unless given explicit permission by an appropriate staff member.
- s. **Never share your password or account with anyone.** Each individual, student or teacher has the responsibility for the appropriate use of his/her account and will be held responsible for any policy violations that are traced to your account.
- t. Students shall not reveal personal information about themselves or others, including photographs and videos.

Acceptable usage of NLCS's Internet and/or ECDs includes but is not limited to the following:

- a. to facilitate research;
- b. to facilitate distance learning activities;
- c. to develop NLCS approved web pages;
- d. to develop skills pursuant to job orientation;
- e. to encourage and support connectivity with all appropriate agencies;

- f. to improve communication in the school district;
- g. to improve communication within the community;
- h. to improve school/business partnership within the community;
- i. to accommodate adult education;
- j. to gain access to technical support for hardware and software;
- k. to download necessary software drive support;
- l. to download information from an external device or storage unit onto a designated workstation when given permission by teacher, principal, or technology supervisor or technician
- m. to gain access to trial software programs for evaluation.
- n. E-mail is not guaranteed to be private and can be examined by the System Administrator when deemed necessary. Messages relating to or in support of illegal activities shall be reported to the authorities. The forwarding of chain letters is prohibited without the prior consent of the recipient(s).
- o. Use proper and courteous written language in messages. Vulgarities or any other inappropriate language is not allowed. Messages shall not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, violence, threats, or hate. All communications (i.e. Listservs, e-mail, instant messaging, etc.) that contain any material listed above are prohibited.
- p. Use of photographs of any student, group, or employee in any publication on the Internet requires written approval from the Parent/Guardian or employee, respectively prior to use.
- q. NLCS will not be held responsible for lost, stolen, or damaged personal ECDs.

94782019. Procedure for Inspecting the Communication Resource Usage of a User

In cases where electronic messages, documents, files or other communication resources must be accessed or read, the person who desires access to such materials shall notify the school principal (student) or the employee's immediate supervisor (teacher or administrator) explaining the reason for the request. The supervisor (teacher, principal) shall submit a request to review the communication resource usage of a user in writing or by e-mail to the Systems Administrator. The Systems Administrator shall forward each request to the Superintendent with a recommended disposition and the Superintendent shall have the authority to grant or deny the request for access. A denial of access may be reviewed by the Superintendent, and the Superintendent's decision shall be final.

94782020. Appropriate & Prohibited Uses of Communication Resources

General Rule Use. Any use of NLCS's communication resources must be consistent with the educational mission and objectives of NLCS. Misuse of communication resources may result in denial of access to those communication resources. **The Network Administrator shall monitor the use of all NLCS communication resources and shall be authorized to immediately suspend any user's access to a communication resource pending review of any alleged misuse by the appropriate supervisor.** "Appropriate Supervisor" for purposes of this Section means the principal of the building to which an employee or student is assigned, or the Superintendent in the case of an administrator.

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.

Authorization for Use of NLCS Internet and ECDs

No person (employee, student, or visitor) is to use any NLCS computer, internet, internet resource, and/or related equipment, such as ECDs, without proper authorization. In order to become authorized to use NLCS's building level or district-wide computer network, with approval by classroom teacher or building administrator, a person must qualify in at least one (1) of the following categories:

- a. be an employee of NLCS with an assigned user code/password;
- b. be a student in NLCS with an assigned user code/password;
- c. be an employee or student in NLCS with an assigned user code/password from another school Corporation or nonprofit organization for which NLCS processes data;
- d. be a maintenance person from the computer manufacturer providing NLCS with a maintenance contract;
- e. be a temporary user approved by the Superintendent or his designee.

Any other use of NLCS computers, internet, internet resources, and/or related equipment, such as ECDs, is not authorized. Where investigation confirms any or all such allegations stated in the above, corrective actions shall be taken.

Authorization for Use of Personal ECDs

Personal ECDs may be used in NLCS classrooms and other approved areas for educational purposes at the discretion of the teacher in collaboration with the building principal. Usage of personal ECDs falls under the guidelines stated above in Section 5.

8. Confidentiality & Copyright Protection.

Confidential Information Stored or Transmitted. Users of NLCS's communication resources are expected to protect the integrity of proprietary and confidential information maintained by NLCS. "Confidential information" as used in this policy means is information declared confidential by the Board's policy on Access to Public Records or by State or federal law. Confidential information shall never be transmitted or forwarded to a person not authorized to receive the information.

Software and Copyright Policy for NLCS

NLCS will abide by all state and national copyright policies in regard to computers and other material. Other-See NLCS Copyright Policies. Where investigation confirms any copyright violations, prompt corrective action shall be taken.

Users should not copy or distribute through the e-mail system any copyrighted material of the third party (such as software, database files, articles, graphic files and downloaded information) unless the user has confirmed in a paper or electronic form in advance that NLCS has a license or other right to copy or distribute the material. Violation of the rights of a copyright owner will result in discipline of a student or employee.

9. Security of NLCS Electronic Resources.

Isolation of Problems. Security on any NLCS electronic resource is a high priority when the resource involves many users and contains proprietary and confidential information. A user shall immediately notify the Network Administrator if a security problem is identified on any NLCS electronic resource. The problem shall not to be demonstrated to other users.

Denial of Access. A user identified as a security risk based upon one or more violations of this Policy may be denied access to all NLCS electronic resources.

Warranties and Responsibilities:

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

Vandalism:

Vandalism is defined as any attempt to harm or destroy data or equipment. This includes, but is not limited to: the creating or transfer of computer viruses, changing of system defaults or passwords, destroying network data, and damaging computer equipment. Anyone responsible for vandalism is subject to denial of privileges, discipline, and/or repair/replacement cost.

Unsolicited Online Contact:

Students of NLCS are not to respond to any unsolicited online contact. It is the student's responsibility to notify his/her instructor of any such instances. The instructor will then notify the Information Services Department. Although Internet filtering is used by NLCS, families should be aware that some materials accessible via the Internet might contain items that are illegal, defamatory, inaccurate, violent, sexually explicit, or potentially offensive to some people. Goods and services purchased by students via the Internet could result in unwanted financial obligations for which the student and his/her Parent/Guardian(s) could be liable.

Hold Harmless Provision and Indemnification:

In consideration of NLCS providing the user with access to computer equipment, software, and the network, and in consideration of permitting the limited use of ECDs as set forth in this policy, the user and the user's Parent/Guardians, as applicable, agree to defend, indemnify and hold harmless NLCS and its employees,

officers, directors, contractors and agents from any and all liability, loss or damage, including costs and attorney's fees, arising from the use of NLCS computer equipment, software, or network in violation of this policy, or from the use of personal ECDs.

Parent/Guardians of students in the North Lawrence Community Schools shall be provided with the following information:

- a. The North Lawrence Community Schools is pleased to offer our 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 lifelong learning.
- b. Families should be aware that some material accessible via the Internet and ECDs 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/Guardian or guardian would be liable.
- c. While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the District institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the District's acceptable use policy. That notwithstanding, the District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, Parent/Guardians 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 North Lawrence Community Schools makes the District's complete Internet policy and procedures available on request for review by all Parent/Guardians, guardians, and other members of the community; and provides Parent/Guardians and guardians the option of requesting for their minor children alternative activities not requiring Internet use.
- d. *NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.*

NLCS Wellness Brochure

Helping make healthy choices for a lifetime.

NLCS Will:

- Provide students with healthy choices from the cafeteria
- Give students the opportunity to create a menu to be used in the cafeteria.
- All food and beverages served or sold during school hours will meet or exceed local, state and federal nutrition guidelines
- An effort will be made to provide healthy choices in vending machines, begin serving whole grain options, and reduce the amount of fried foods served.
- Continue following the federal guidelines, using the USDA My Plate guide, to ensure appropriate portion size for all students.
- An effort will be made to provide each day a breakdown of the nutritional value for all meals.

Rewards

- Only food or beverages which meet recommended nutritional standards will be used as rewards for academic performance or good behavior.

Sleep

- School aged children need 10 – 12 hours of sleep each night

Guidelines for Food/Beverages

- Elementary: The school food service program will approve and provide all food and beverage sales to students in elementary schools. Food should be sold as balanced meals. No pop.
- Middle/High School: All food sold outside of the reimbursable school meal program during the school day, will meet nutrition and portion size standards. No pop.

Celebrations

- Schools are limited to three celebrations which involve food during the school day per year. This brochure includes healthy snack ideas.

Sack Lunches

- NLCS encourages that sack lunches meet nutritional standards. Parent/Guardians are not to bring fast food to their children for lunch or snack. No pop.

Sales of Food and Drink

Information from the NLCS Food Service Office

All schools are using Meal Magic. Meal Magic will efficiently monitor meals served and the balance in each student's account. Parent/Guardians are encouraged to log on to www.sendmoneytoschool.com to:

1. Track account balances for their children
2. Monitor food purchases
3. Make online deposits
4. Establish a 'Family Account' with children in different NLCS schools

Parent/Guardians will need to know their student's I.D. number to use the on-line service (www.sendmoneytoschool.com.) Use of the online service to monitor your child's account information is free. You are encouraged to use the online account service as often as you wish to monitor your child's account. The only time that Parent/Guardians will be charged a fee is when they use the online banking service to deposit money into their child's or children's account(s). If a Parent/Guardian opts to use the online banking service to deposit money into their child's account, the Parent/Guardian will be charged a transaction fee of \$1.50 per transaction. The transaction fee will cover the various charges incurred by financial vendors to provide this online banking service.

Parent/Guardians continue to have the option to send money (cash or check) to school to cover meal costs. Cafeteria personnel can deposit the money directly into your child's or children's account. To simplify payment, Parent/Guardians are also encouraged to send one check with your child for all of their school children to be deposited into their account(s) – please be sure to place each student's I.D. number and amount you want deposited into each account on the memo line of the check or envelope.

The Application for Free or Reduced Price Meals is available through the following:

- Go to www.lunchapp.com to submit your application online, available July 1 for the next school year. Applications may be submitted throughout the school year.
- Paper Applications are available at any school office or the Food Service Office.
- Please remember you only need to fill out **one** Free/Reduced Meal application per household.

If you have any questions please contact 812-277-3220 or go to www.nlcs.k12.in.us and click 'Food Services' under the 'Departments' tab for menu and everything you need.

Bully Report

The NLCS Bullying Report Form can be found at the following link:

www.nlcs.k12.in.us/bullying

The NLCS Bullying report form allows you to submit anonymous tips to school and District officials of alleged bullying. If there is an emergency please call 911.

1. Did the sender witness the bullying? YES | NO
2. Who is the sender? STUDENT | PARENT/GUARDIAN | STAFF | OTHER
3. Name(s) of the person being bullied?
4. Name(s) of alleged bully or bullies?
5. In what building did the bullying take place?
6. Location(s)? (Ex: Classroom, Hallway, Bus, etc.)
7. Description of Bullying Events (Please leave as much detail as possible, including direct quotes and/or specific words used.)
8. Has any action already been taken to stop the bullying? If so, provide details.
9. Students/Staff who may have witnessed the bullying?
10. Other Information:
11. Sender's Name (Optional)

If you would like a direct-response, please leave your contact information. (Phone Number or Email)

North Lawrence Community Schools
Student Version
RESPONSIBLE USE POLICY

NLCS will create an innovative culture where all learners succeed within a supportive, creative environment.

We at North Lawrence Community Schools (NLCS) strive to cultivate citizens who are responsible, contributory, and employable people. Each NLCS student is expected to adhere to these principles both on and off campus. These rules apply to all school devices, servers and network activity through all access capacity. Failure to comply with this policy will result in a disciplinary referral to the building level administrator and the student's parent/guardian could be held financially responsible for repairs.

Responsible Use Policy

These rules apply to all school computers, all school-provided electronic devices, regardless of where they are used, all uses of school servers, and Internet access and networks regardless of how they are accessed. Students must abide by all school rules as outlined in the Student Handbook and this Responsible Use Policy. It is important that students understand their responsibilities and conduct themselves as responsible learners at all times. Responsible learners are engaged in activities that support teaching and learning while respecting themselves and others.

The following statements represent the students' agreement about the responsible use of technology.

As a student, I will:

- Take care of my device. I will return my device to the school in the same condition as it was issued to me.
- Come prepared to class everyday with a charged, working device and completed work.
- Use digital devices, networks, and software on and off campus for educational purposes.
- Keep my personal information (including home/mobile phone number, mailing address, and username/password) and others' personal information private.
- Show respect for myself and others when using technology including social media.
- Give acknowledgement to others for their ideas and work.
- Report devices that are not working properly (including those that are damaged or broken) to instructional staff immediately.
- Report inappropriate use of technology immediately.

I Will Not:

- Share my password with others.
- Place food or drink on or near any device.
- Store the device at home near pets or liquids.
- Place stickers, labels or any drawings on the device or case.
- Place heavy objects on top of the device. i.e. textbook, backpack, etc.
- Trade or swap my device with any other students.
- Access or attempt to access other people's files, private communications, schoolwork, programs, or resources without their permission.
- Use inappropriate language or pictures.
- Use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others.
- Take pictures and/or record audio/video without the consent of a staff member.
- Search for, possess, forward, send, read, view, or copy inappropriate pictures or information.
- Damage, change, or tamper with the hardware or network in any way.

Student Security

- Staff may post student pictures on district/ school/classroom "public" websites and social media as long as the student's name or other identifying information is not included. Students' grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.
- All North Lawrence Community Schools are closed campuses. NLCS retains all rights concerning any recording and/or publishing of any student's or staff member's work(s) or image(s). Students must obtain permission from a NLCS staff member to publish a photograph or video of any school-related activity. It is best practice and common courtesy to ask permission before recording an individual or groups.
- NLCS staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).
- Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment.
- NLCS balances the educational value of online resources with any privacy concerns that they may present. On occasion, students and staff may leverage necessary online educational resources that collect basic information, such as a student's first and last name and email address, based on the provider's policy and practices of safeguarding such information. Student Google accounts will also be used to access other educational tools as deemed necessary for instruction by the school.
- NLCS operates under compliance with the Children's Internet Protection Act (CIPA). The school has technology equipment and procedures in place to help block inappropriate content and allows administrators and authorized staff to monitor online activity of students.

- There is no expectation of privacy for users who access the NLCS network using personal or district-owned devices.

It is the joint responsibility of students, parents, and staff members of the school district to assure the appropriate and effective use of technology to both enhance the quality of student learning and the efficiency of district operations. The smooth and reliable operation of the Network is dependent upon the proper conduct of the end users who must adhere to stated guidelines.

Compensation for Losses, Costs and/or Damages

Violation of policies or rules governing the use of electronic devices or any careless use of a school-issued device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules. Devices must be returned in acceptable working order during school device collection upon withdrawal or exit date from the school district, and whenever requested by school staff.

- In the event an electronic device is lost, stolen or damaged, the individual student will be responsible for the cost of the repair and/or cost of replacement as determined by school administrators. Multiple instances of damage may result in the loss of device or other disciplinary actions.
- Purposeful, malicious damage or vandalism as determined by school administrators will be subject to the full replacement value of said device.
- Students may be responsible for compensating the school district for any losses, costs or damages incurred for violations of Board policies/procedures and school rules, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by students while using school district computers, devices, or the school network.
- Students must report a lost or stolen device to the building administration immediately. If a device is stolen, a report also should be made immediately with local police.

Personal Devices

Personal devices may be used in approved areas for educational purposes at the authorization of building administrators. The use of personal devices on the school network falls under the guidelines of the RUP.

Terms of Use

NLCS reserves the right to deny, revoke or suspend specific student privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the NLCS network, Internet, and electronic resources.

Disclaimer – NLCS, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic

resources it is providing. Furthermore, NLCS is not responsible for:

- The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
 - Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
 - Unauthorized financial obligations resulting from the use of NLCS electronic resources.
-

Receipt of the Handbook

****To be completed at time of enrollment and after changes to applicable policy or guidelines****

Student Name: _____ **Grade:** _____ **School:** _____

Student Section

I agree to abide by the guidelines and regulations pertaining to the use of technology as stated in NLCS Responsible Use Policy and Board Policy available on the corporation webpage or in hard copy upon request. I agree to follow the rules contained in this document. I understand that if I violate the agreement, my access can be terminated and I may face other disciplinary measures.

Student Signature: _____ Date: _____

Parent/Guardian Section

Handbook & Responsible Use Policy: I have read the NLCS Responsible Use Policy and hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the electronic network. This includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes, but is not limited to claims that may arise from the unauthorized use of the network components. Furthermore, I understand that NLCS filters and monitors all internet traffic on school issued devices.

I have received and read the North Lawrence Community Schools Handbook as assigned to my student.

Parent/Guardian CHIRP (Children & Hoosiers Immunization Registry Program) Immunization release:

I hereby consent to the release of the following information concerning my child, _____, to the Indiana State Department of Health's Children and Hoosiers Immunization Registry Program. Information may include the student's full name, date of birth, immunization data, and demographic data such as address, telephone number, and school in attendance.

Your signature below allows your child to have their image placed on approved district/school websites and social media networks. If you do not want your child to participate by having their image on the district/school website, you must check the space below:

_____ *I do not want images of my child on the district/school website or social media.*

Parents are responsible for supervising their child's use of the school-issued device off campus.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____