



UNIVERSAL STUDENT HANDBOOK

2018 – 2019

(070218)

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Approved by the MSD of Boone Township

Board of School Trustees on July 10, 2018

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INTRODUCTION

The MSD of Boone Township Student Handbook provides a summary reflecting the key points of MSD of Boone Township School board policy that applies to all students. The Board Policy Manual should be consulted for the full text of a particular policy. If the provisions of the handbook contradict board policy, the board policy prevails.

Non-Discrimination Policy

It is the policy of MSD of Boone Township not to discriminate on the basis of age, race, color, national origin, ancestry, religion, creed, size, sex, gender identity, sexual orientation, or handicap in its educational programs or employment policies as required by the Indiana Civil Rights Acts, IC 22-9-1, IC 20-8.1-2, Title VI and VII of the Civil Rights Act of 1964, The Equal Pay Act of 1973, Title IX (1972 Educational Amendments), and Section 504 of the Rehabilitation Act of 1973.

The non-discrimination policy applies to students' access to courses and programs, athletics and physical education, guidance and counseling, vocational programs, financial assistance, remuneration, and other matters related to personnel.

Inquiries regarding compliance with and/or to file a complaint under Title IX should be directed to:

**Dr. Nathan H. Kleefisch, Superintendent
MSD of Boone Township
307 South Main Street
Hebron, IN 46341**

Americans with Disabilities Act and Section 504

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the School to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the Corporation's program and facilities. Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed by the school staff. Parents, who believe their child may have a disability should contact the Building Principal.

Inquiries regarding compliance with Section 504 should be directed to:

**Mr. James R. Martin
MSD of Boone Township
307 South Main Street
Hebron, Indiana 46341
Or:
Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-1100**

Mission Statement:

M.S.D. of Boone Township challenges and prepares students to succeed in a global society.

Belief Statement:

WE BELIEVE:

- Students are our number one priority
- In the value of diversity
- Each student is a valued individual capable of learning
- Learning is a lifelong process
- A safe and healthy environment is conducive to learning
- In the worth of educators as recognized professionals
- Personal and professional growth enhance student learning
- Education is the shared responsibility of the student, parents, school, and community
- Students must be accountable for their behaviors and decisions
- Twenty-First Century Learning Skills foster career/life-readiness
- Students must practice and demonstrate the skills necessary to transition successfully from school to work
- Technology is vital to the educational process

GENERAL INFORMATION

Place of Residence

A student's residence is with his/her parents/guardians. All parents/guardians are required to provide proof of residency. Examples may include a valid Indiana driver's license, showing current Hebron address, mortgage papers, a payment book or a lease agreement, NIPSCO bill, water bill, pay-stub, insurance bill, telephone bill, or bank statement verifying residency within MSD of Boone Township's boundaries. All of the afore-mentioned items must include parents/guardians' name(s) and their current address.

If parents are separated or divorced, custody papers must be presented that show the parent enrolling the student has legal physical custody of the student(s). If the parent with legal physical custody of the student(s) lives outside of MSD of Boone Township boundaries, an Election to Attend form may be used if the non-custodial parent resides within MSD of Boone Township boundaries. This form must be completed and presented no later than fourteen (14) days before the first student day of the school year. The Election to Attend form is valid for one school year. The form must be completed and presented to MSD of Boone Township for each subsequent school year.

Legal guardianship or legal custody papers through a court of law must be presented at the time of residency verification if the biological parents are not living within the Hebron Schools boundaries with the student.

Attendance District

Students who do not live in the school district, but who would like to attend our schools, must complete an Application for Transfer of Non-Resident Student no later than August 1 of the upcoming school year. Parents should not withdraw their child from his/her current school until notified that the application has been approved.

Please refer to the transfer student's enrollment criteria found in Policy 5111.

Legal guardianship or legal custody papers through a court of law must be presented at the time of residency verification if the biological parents are not living within the Hebron Schools boundaries with the student.

Homebound Students

Homebound Services are available to student based on need. Consideration for homebound services will be made through a certification of incapacity, the Section 504 identification process, or through an IEP placement decision made by a case conference committee.

Legal Residence and Guardianship

Unless otherwise provided by law or board policy, the following criteria will be applied in determining whether a student may attend Hebron Schools.

Students attending Hebron Schools must be residing with either their legal parent who has full/ joint custody, or with a guardian who has total legal guardianship of that student. A non-legal guardianship designed specifically for educational purposes will not be acceptable for attendance in Hebron Schools.

State law, however, does provide for a student who is living with someone other than the student's custodial parent(s) and when legal guardianship is not required under I.C.20-8, 1-6. 1 -1 (a). Specific applications for exceptions (Form 1 and Form 2) must be filed with the superintendent's office for approval.

Form 1 applies when the divorced or separated parents of a student agree to have the student live with the non-custodial parent.

Form 2 applies under any of the following conditions:

- The student is being financially and emotionally supported and cared for by a responsible adult. The primary purpose is not to attend school in the responsible adult's residence.
- The student's parents are living outside the United States due to educational pursuits or job assignment and maintain no permanent home in any school corporation in the United States.
- The custodial parent abandons the student and the student is living with the non-custodial parent.

The school may accept a student if a legal guardianship is established. A school may exclude a student if the school has reason to believe that the guardianship was established for the sole purpose of the student attending school in the School Corporation of the guardian's residence. Any student attempting to enroll at the Hebron Elementary School while expelled from another School Corporation will be denied enrollment in accordance with the terms and dates of the expulsion. (I.C.20-8, 10-5-18.)

Transfer Students

In addition to students with legal settlement in the Corporation, students without legal settlement in the Corporation (hereafter referred to as “transfer students”) will be enrolled in compliance with I.C. 20-26-11-32 and the following procedure:

- By June 12th, the Board will establish the number of transfer students that can be accepted in each building and grade level.

The Board will establish the date by which requests to enroll a transfer student must be submitted to the Superintendent. This date shall be submitted to the Indiana Department of Education and published on the Corporation Internet website by August 15th.

Requests to enroll a student without legal settlement in the Corporation shall not be denied if the student to be transferred:

- A. has been enrolled in the Corporation in the prior school year.
- B. is a member of a household in which any other member of the household is a student in the transferee school; or
- C. has a parent who is an employee of the Corporation.

If the number of requests to enroll in each building and grade level exceeds the number established by the Board reduced by the number of transfers that may not be denied as described in paragraph (C) above, the students to be enrolled in each building and grade level shall be determined by random selection in which each application submitted on or before the date established by the Board pursuant to paragraph (A) above has an equal chance of being selected.

A student who transfers to MSD of Boone Township must provide a transcript, or report card from the school last attended which verifies the correct grade placement of the student, a certified copy of the student’s birth certificate, complete immunization records, proof of residency, mandated state testing records and a statement of good standing (see page 22).

Pursuant to State law, a student’s application to transfer to the Corporation may be denied if the student has been suspended for ten (10) or more school days, or suspended or expelled for possession of a firearm, deadly weapon, or a destructed device, causing physical injury to a person, or a violation of the Corporation’s drug or alcohol rules the twelve (12) months prior to the student’s request to transfer.

For the purposes of computing the number of days of suspension of the student requesting enrollment, student discipline received from a teacher pursuant to I.C. 20-33-8-25 (b) (7) and I.C. 20-26-11-32 (j) shall be included in the calculation of the number of school days that a student has been suspended. No transfer student shall be accepted for enrollment for athletic reasons.

Grade Placement

Children who are entering school for the first time under compulsory attendance laws (at age seven) will be placed in first grade unless kindergarten placement is requested by the parents/guardians. If first-grade placement seems questionable, student readiness levels may be evaluated by the principal and teacher with parent/guardian input. Specific grade or class placement will be the sole responsibility of the superintendent whose decision shall be final per IC 20-33-2-7.

Birth Certificates

The Hebron Elementary School requires a copy of a birth certificate on file for every student. An official certificate of birth must be presented at the time of enrollment.

Kindergarten Registration

The School Board shall establish student entrance requirements which are consistent with Indiana law and sound educational practice and which ensure equitable treatment and proper placement.

Each child of legal settlement shall be eligible for Kindergarten providing that she/he has attained the age of five (5) on or before August 1st. This requirement shall also apply to children who transfer into the School Corporation and who may have attended private or public kindergarten in another locality. The Corporation may require a placement evaluation. See MSD of Boone Township Policy 5112.

First Grade

If a child seeking to enroll in first grade has not attended kindergarten, the Superintendent shall make a determination as to whether the student will enroll in kindergarten or first grade based upon the assessment model found in the administrative guidelines (see AG 5112C).

The Superintendent shall establish administrative guidelines which ensure compliance with State law, proper documentation of birth as well as a certified copy of any custody order or decree, appropriate screening, placement, and periodic assessment of children in kindergarten and first grade programs, and certification that proper immunization is completed or in process. These guidelines shall also include an appeal procedure for early entrance to kindergarten or first grade that is in accordance with any guidelines promulgated by the State Department of Education.

Administrative guidelines should also be established to ensure that students enrolling in the Corporation for the first time, at whatever level, submit the proper documentation and that records are promptly transferred. Any indication that a student might be a missing child should be reported immediately to the Superintendent who, in turn, shall communicate with the appropriate authorities.

Retention of Elementary & Middle Students

Whenever retention is being considered, the teacher shall confer with the principal, parents/guardians, and other staff members involved with the child, such as the child's special teachers and counselor. This discussion shall include an explanation to the parents/guardians of their child's ability and current academic standing in relationship to the group. The final decision regarding retention shall be made by the principal. MSD of Boone Township will follow Indiana Department of Education policies for retaining third-grade students who do not pass the state's third-grade reading assessment.

Withdrawal from School

Any student wishing to withdraw from school for any reason should comply with the following procedures:

- One day prior to the student's last day of attendance the student is to report to the office. At this time the student will fill out the official withdrawal form and will receive instructions for turning in text books and concluding final business.

- On the last day of attendance the student will present to his teachers a notice of withdrawal slip provided him/her the previous day by the counselor. The student will be responsible for turning his/her books and all school related technology devices in before refunds are made.
- The student must be in compliance with Indiana Attendance Law.

K-12 Refund Schedule	
Withdrawing within	Fraction to be Refunded
First 9 weeks	3/4
Second 9 weeks	1/2
Third 9 weeks	1/4
Fourth 9 weeks	none

Book and Educational Resource Fees

Textbooks & technology devices are furnished to students on a rental basis. Additional fees are assessed and determined on course consumables and non-textbook activities. This amount is payable at the time of enrollment. If a book, school related technology device, or other school property is lost, misused, or damaged, the child's parent/guardian must pay for the item. If the parent/guardian fails to pay or make arrangements for payment for textbook rental, supplemental materials, and other fees at the time of enrollment, school corporation policy provides that all overdue fees may be sent to our school attorney for collection. School corporation policy provides that the cost of collections is charged to the parent/guardian. Textbook and lunch financial assistance forms are available upon request from the building offices.

School Insurance

Accident insurance is available for students. Applications will be available at registration, and are available in the school office.

Report Cards and Records

All students receive report cards every nine weeks. Students who have a parent/guardian email address on file may receive their report card electronically. During the student's school career, the school corporation collects and records data concerning the student. The school shall give rights to review records to both parents/guardians unless the school has been provided with evidence that there is a court order, state statute, or legally binding document that specifically revokes these rights. It is the policy of the MSD of Boone Township to forward education records, including discipline records, to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.

Student educational records are governed by federal law and regulation known as the "Family Educational Rights and Privacy Act" (FERPA). Generally, this law provides the following rules.

- Records are confidential and may be disclosed only as provided by this law.
- The law applies to both elementary and secondary education records.

- Parents/guardians have a right to examine their child's permanent record at reasonable times during regular school hours.
- A student has the right to examine his/her permanent record at reasonable times during regular school hours. A student who wishes to do so should contact a counselor or the principal.
- Before education records are disclosed to third parties other than schools or post-secondary institutions, the school requires a signed and dated written consent from the parent/guardian or from the student eighteen (18) years of age or older.
- Certain persons may examine education records without the consent of the parent/guardian or student as provided in the above paragraph. These persons include school officials who have a legitimate educational interest and officials of another school, school district, consultant/third parties or institution of post-secondary education where the student seeks or intends to enroll. The law provides that the school corporation may forward educational records to educational institutions without prior notification to the student or parent/guardian.
- The school corporation may release certain "directory information" including the student's name, date and place of birth, major field of study, weight and height of members of athletic teams, dates of attendance, awards received, and other similar information without parent/guardian consent. If a parent/guardian does not want directory information released, the parent/guardian must notify the school by completing and submitting on or before August 31 of each year the "Denial of Permission to Release Certain Directory Information without Prior Written Consent" form. The form is available from the superintendent's office or any school office. A parent/guardian may use this form to deny consent for release of all directory information, or he/she may selectively deny consent by circling those categories of directory information he/she does not wish released about his/her child.

Visitor Guidelines

All visitors must check in at the school office prior to going elsewhere in the building. Upon arrival, visitors will be given a badge and asked to sign in. When school-related business is complete, all visitors are required to return to the school office to sign out and return ID badge.

Deliveries during School Hours

If your child requests an item be dropped off, he/she must check with the office between periods. Any items not picked up during the school day will be announced at the end of the day. No gifts or treats of any nature will be delivered to students during the school day.

Breakfast & Lunch Program

The Hebron School Cafeterias serve nutritious breakfast & lunches every school day. You can go online to www.hebronschools.k12.in.us. Go to the Departments tab, then under Food Service where you can access the menu. We welcome your child's participation. All schools operate under a closed lunch hour. Students are not permitted to leave for lunch.

Based on the Indiana Department of Education Nutritional Guidelines, a la carte is available only to Middle and High School students. Parents may not purchase a la carte items for elementary students in the lunchroom.

Elementary:

1. Anyone visiting school to attend lunch must have a limited criminal background check on file.
2. If a parent or visitor is joining their child for lunch, they are not allowed to bring food, drink or candy to share with other students.
3. Parents or visitors are not allowed to invite other students to sit with them while having lunch with their child.
4. In alignment with the School District's Wellness Policy, no fast food items will be allowed in the school cafeteria during the school day. (ie; Burger King, Dairy Queen, McDonalds).
5. Parents are welcome to eat with their children in the cafeteria but are not permitted to participate in recess.

To help establish healthy eating habits, **soda pop and fast food may not be included in elementary students lunch.**

MSD of Boone Township now runs a computerized breakfast & lunch program through the student management software (Harmony). Parents can access their child's account through Harmony using a password. Parents can check their child's lunch/breakfast account balance and can view daily purchases. Information on how to sign up for Harmony can be found on each schools website homepage under the Quick Links then "Harmony 3 Family Access".

Procedures for Student Breakfast & Lunch/Meal Accounts

MSD of Boone Township has upgraded the student management software which will now allow parents to add money to their child's breakfast or lunch account electronically. Further information can be found in the "Harmony 3 Family Access." If sending money with your child, please send checks only, and place them in an envelope with the child's name and teacher on the outside. **Single checks for multiple children are encouraged.** Please make sure you write each child's first and last name in the memo portion of the check. Example: Mary Smith \$10.00 and John Smith \$8.00. Checks that do not specify a dollar amount for each child will be divided equally among the children listed on the check. You can pay weekly, monthly, by semester, or by the year.

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. MSD of Boone Township will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins.
- A student may charge up to 1 meal maximum (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A staff member may charge up to 1 meal maximum (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charged a meal and has a negative balance may not charge or purchase "a la carte" item(s), including extra main entrees.

- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- Schools will provide an alternative meal of a cheese sandwich and a milk to a student who pays reduced or full price and who does not provide the required payment for that meal. This amount will be added to the students account.
- The Food Service Director or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.
- An email, a note sent home with your child, or the automated call system via SchoolMessenger will notify parents every day of any outstanding negative balance in the student's lunch/meal account. The Food Service Director will also send home letters each week to parents of students who carry negative balances of \$10.00 and above.
- All accounts must be settled prior to the end of the school year. Letters will be sent home approximately 10 days before the end of the school year to students who have any negative balances. Negative balances of more than \$10.00 not paid in full prior to the end of the school year will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.
- At the end of each school year, students who graduate or withdraw from the corporation who have \$10.00 or more remaining in their lunch/meal food service account will be notified by mail through the food services department of their remaining balance and given the option to transfer the additional lunch money to the **Random Acts of Kindness Fund**. If there is no response to the notification after seven days, the student's lunch/meal account will close and the remaining funds will automatically be transferred to the **Random Acts of Kindness Fund**. These funds would then be used to cover unpaid meal charges that were noncollectable. Selection of payment for these accounts will be based on the oldest unpaid accounts receiving the funding first and the most recent unpaid accounts receiving the funding last, until the **Random Acts of Kindness Fund** is depleted.

Breakfast & Lunch Expectations

Food is served in the cafeteria in two areas: Regular Lunch and A la Carte. The cost of items varies; free and reduced school meal applications are provided to all students. Students may bring their own lunches.

Students will be supervised and must follow the directions of supervisors at all times. In the event a student disagrees with the instructions or directions, s/he will carry out the instructions or directions the best of his or her ability and request a review of the actions at a later date.

- Supervisors may assign seats to students and are empowered to assign consequences. Once you take your seat in the cafeteria, you MUST remain in that seat the entire lunch period. You will not be allowed to get up and move to another seat during lunch.
- Proper etiquette and conversation are expected at all times.
- Students must get a pass to use rest rooms.
- All students are expected to clean up after themselves.
- Students must report to the cafeteria during their assigned lunch periods. Exception: and in-school suspension or a lunch detention
- Students are required to have their Identification cards to purchase a lunch. A student without a card will wait until students with cards have been served. A lost card can be replaced in the school office for a fee.
- Unless restricted, students may go outside or use the gym after eating (seasonally). Library passes are available, but must be obtained before lunch period in the event that the library is open during lunch.
- Students are directed to deposit money into accounts at breakfast. If a student arrives late to school or forgets to deposit at breakfast, a deposit box is available in the main office (10:00 a.m. collection).
- Parents are urged to deposit money electronically or by check; please include the student's name on the face of the check.

Playground

The playgrounds are supervised during the scheduled recesses. The playgrounds are not supervised before or after school. Students should not use the playground before school. Students are encouraged to go home immediately after school. Students and the public are welcome to use the playground facilities after school and on weekends, but when school is dismissed for the day, students should go home before using the playground.

Recess - Elementary

All students are provided with at least one recess, and are encouraged to participate unless, in the opinion of the teachers or teacher's assistants, that the weather or playground conditions are unacceptable. Students will not participate in outdoor recess in extreme cold or inclement weather. Generally, if the temperature is 20 degrees Fahrenheit or below, an indoor recess will be provided. Please dress your child according to weather conditions with coats, snowsuits, footwear, hats, and gloves or mittens. Shorts are not allowed outside when the temperature is below 40 degrees. Hooded sweatshirts are not adequate outerwear when the temperature is below 40 degrees. If the parents wish for their child to be held indoors because of a health related condition, a daily written note should be sent to your child's teacher. After three (3) days of unexcused recesses, the parents need to provide a doctor's excuse or contact the School Nurse, so that appropriate supervision can be provided. Students not physically well enough to participate in recess should normally be kept home to ensure their physical health and well-being.

Field Trip Policy

Educational field trips are considered a vital part of our curriculum. All trips are used to enhance the classroom learning experience. Information defining the destination, date of the trip, cost and any other necessary information will be sent home along with a permission slip prior to any trip taking place. A signed permission slip must be on file at the school before a child may participate. **Board policy requires that parents or guardians pass a limited criminal background check prior to serving as a chaperone on all school sponsored field trips.**

Parents or legal guardians may be chaperones. Older siblings, Grandparents, cousins, etc. are not acceptable for this role. No siblings can be permitted to attend a school trip. Authorized chaperones will be transported by bus for field trips. Absolutely no following of busses will be permitted due to safety and liability. (On occasion parents may be allowed to drive to a destination if they are transporting equipment or items needed for the trip). When parent chaperones return from the field trip prior to normal dismissal, they are discouraged from signing their child out early. The office will not allow parents to interrupt other grade levels to sign out siblings prior to regular dismissal time.

Students not in good standing for the reasons of misconduct, poor attendance, misbehavior, or academic performance may be denied the opportunity to attend field trips/convocations. No student will be denied the opportunity to participate due to financial or physical limitations. Students attending field trips must follow all school rules and policies during a field trip.

Miscellaneous Provisions

Students in Grades K-3 are not permitted to ride bikes to school. Students in upper grades who ride bikes must park them in designated areas when they arrive at school, and they are not to be removed during the day.

Skateboards, roller skates, roller blades, shoe skates, and scooters at school or on the school bus are prohibited.

Decorations and displays

The main office must approve any type of student display, such as a birthday decoration, poster, newspaper article, or informational announcement. Any item may hang only with tape. The person who assembled the display is responsible for its removal.

Class Party Guidelines for Parents

Class parties are held in grades K-5 for Christmas and in grades K-5 for Valentine's Day. In addition, Kindergarten has parties on Thanksgiving Day.

All party activities, crafts, and games need to be preapproved by the teacher. (Preferably a week or more before the party.) Only parents or legal guardians with clear background checks are allowed to help or attend class parties. **Board policy requires that parents or legal guardians pass a limited criminal background check prior to attending classroom parties.**

SIBLINGS: When parents are helping with class parties, other arrangements will need to be made for your preschool children. Please remember siblings are not permitted at class parties.

Student Birthdays - Elementary

Hebron Elementary School recognizes the importance of a child’s birthday. To align with the School District’s Wellness Policy, consumable birthday treats are not to be brought to school. Students may bring non-consumable treats from home. **Invitations to birthday parties should not be sent to school.**

Assemblies

When the principal, teacher, or guest speaker stands at the podium or takes the microphone, it is time for all talking to stop and listening to begin. All speakers, including our students, will be treated with respect. Any student who chooses not to behave appropriately will be removed from the assembly. Depending upon the severity of the incident, a student who has been removed may not be allowed to attend further assemblies.

Fund Raising

The PTG, Athletic Department, and other approved school organizations may sell items or services during the school year for the purpose of augmenting the educational program of the school. Individual students or private organizations shall not promote or sell items or personal services for personal or commercial gain. Refer to Board Policy #[5830](#).

Hawk Success Program - Middle School

The Hawk Success Program is a positive incentive for students at Hebron Middle School. Students must accrue 4 of 5 credits toward an incentive in each quarter of the school year. Credits are awarded on criteria based upon academics, attendance, extra-curricular participation, behavior and service. Advisory teachers will keep track of these credits earned.

Length of the School Day

	High School	Middle School	Elementary School
Regular School Day	7:45 am - 2:35 pm	7:50 am - 2:40 pm	8:20 am - 3:05 pm
Late Start Wednesday	8:05 am - 2:35 pm	8:10 am - 2:40 pm	8:30 am - 3:05 pm
2 Hour Delay (including Wednesday's)	9:45 am - 2:35 pm	9:50 am - 2:40 pm	10:20 am - 3:05 pm

School Buses leave the school grounds at:	2:40 pm	2:45 pm	3:15 pm
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Exterior doors to all school buildings will be secured (locked) all day. This includes all exterior and interior doors. The exterior doors and the times that these doors will be open and supervised by school staff during the student arrival times in the morning are listed below. Anyone arriving outside of these times must check-in at the main office of the school.

High School:

Door #1 (Office Door): will open at 7:25 on regular start days and at 7:45 on late start Wednesday for all student drivers, walkers and those being dropped off by their parents.

Door #12 (Bus Door): Will open at 7:25 on regular start days and at 7:45 on late start Wednesday for all bus riders.

Middle and Elementary Schools:

Door D: will open at 7:30 on regular start days and at 7:50 on late start Wednesdays for all walkers, bike riders and those being dropped off by their parents.

Door G: Will open at 7:30 on regular start days and at 7:50 on late start Wednesdays for **all middle school bus riders** and at 8:10 on regular start days and at 8:20 on late start Wednesdays for **all elementary school bus riders.**

All students arriving after the start of the school day must check-in at the office. No students are to be in the building after dismissal without a teacher or a sponsor.

At the high school, prior to 7:35 a.m., students may have club, class, or activity meetings, or do make-up work with teachers. Students are encouraged to seek special help directly from their teachers as the teacher's assigned work day is from 7:25 a.m. to 2:45 p.m. Most staff members are willing to extend this time to help students if needed. If students arrive at school prior to 7:25 on regular start days and prior to 7:45 on late start Wednesdays, they are to report to Door #1 (Office Door), state their business, and they will be buzzed into the office.

Prohibited Objects

Any item that interferes with the school being a safe and positive place for learning should not be brought to school and these items will be confiscated. Do not bring anything that is not needed for class.

Elementary & Middle School

For reasons of safety and order, students may not carry book bags or any other large bags with them during the school day. This includes on the way to their last period of the school day. *An exception to this rule will be made for verified medical concerns by the principal, nurse or for reasons regarding students with laptops.* Soft drinks and food may not be taken from the entry areas at breakfast or the cafeteria after lunch.

- CD/mp3, DVD players, electronic games are discouraged in school; however, a student may use these items before the 7:40 release and after the 2:40 dismissal bells. This includes all areas, lunch, passing periods, class as supervised by a substitute teacher, and study periods.
- Illegal or dangerous items are prohibited. Possession or use of any item that could be considered a weapon or explosive device (including fireworks) will result in severe disciplinary action and

notification of law enforcement authorities. These items include, but are not limited to: knives of any type, guns, brass knuckle, chains, spikes, studded items, ammunition, gun powder, flash powder, bomb or destructive device, stun gun/electrical shock-delivering device, noxious sprays, vials, or look-alike items intended to threaten or intimidate others. Possession of the above items may result in suspension and/or request for an expulsion meeting.

- Nuisance items including but not limited to rubber bands, projectiles, squirt guns, remote control, alarm watch, laser pointer, tools, electronic novelties, etc. have no purpose in the educational process. Furthermore, students using, throwing, projecting, or transferring any object that might injure others will be subject to disciplinary consequences.
- Sexting: “Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and confiscation of the electronic device. See page 50 of this handbook.
- Skateboards may not be ridden to and from school. Students may not ride skateboards on school grounds.

Posters

Posters of any kind must be approved in the office before being posted in the school building or on school property. Any poster, having been approved, that is posted directly on the walls in school, must be attached with tape. Individuals who receive approval to put up posters are also responsible for removing them.

COMPUTER USE

Responsible Use Policy:

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The School Board is pleased to provide Internet services to its students. The Corporation’s Internet system has a limited educational purpose. The Corporation's Internet system has not been established as a public access service or a public forum. The Corporation has the right to place restrictions on its use to assure that use of the Corporation’s Internet system is in accord with its limited educational purpose. Student use of the Corporation’s computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network. [Click here to see the complete Policy #7540.03.](#)

Computer crimes can commonly be referred to as “cyber” crimes, and include:

- Interference with another person’s computer access or use
- Use of a computer in a scheme to defraud

- Use of encryption in aid of a crime
- Improper access to a computer, system, or network (see I.C. 35-43-1-4 and I.C. 35-43-2-3)
- Improper use, copy, modification, damage, or disclosure, of programs or data
- Introduction of a virus or other contaminant into a computer system or network
- Falsification of e-mail source information
- Theft of information service from a provider

Tiers of Access

Hebron schools utilize multiple levels or “tiers” of access to laptop computer use in which students can be assigned based upon many objective factors including, but not limited to, discipline, academics, documented needs, and parental request. The tiers are not punitive in nature, but rather are designed to assist in successful completion of the educational process by removing obstacles and/or temptations. Students start out at a base tier, which gives them minimal access, but provides for collaboration and document sharing. Students may then be granted greater privileges as they are earned and responsibility is demonstrated. Students may also lose privileges based on behavior, placement in alternative education programs, grade changes, administrative feedback, and parent input throughout the school year. Hebron administrative staff will review tier access periodically to evaluate a move up a tier but may make an immediate change down a tier if a student loses privileges. Teachers may request special and limited exceptions should the tier assignment interfere dramatically with a project or assignment. In such cases, temporary or alternative solutions may be made with administrative approval or knowledge.

Personal Communication Devices (High School & Middle School)

Students may be permitted to use personal wireless or electronic devices in class for educational purposes at the discretion of school staff. Students are expected to be responsible for their own electronic devices and to adhere to the classroom management plan of the teacher. A teacher may confiscate the device, if necessary, to avoid disruption to the educational process. Uncooperative or disrespectful students may be referred to the administration.

For elementary students: The device should remain in the student's locker or book bag.

All students and parents must also recognize that there is an element of risk when bringing personal property to school. By bringing one’s own device onto school property, students and parents/guardians understand that MSD of Boone Township will not accept responsibility for loss of, or damage to, student property or data by any MSD of Boone Township staff member, student, or guest intentionally or unintentionally. Students are required to use district-issued devices when provided. Technical support will not be provided for devices not issued by MSD of Boone Township. MSD of Boone Township will not be financially responsible for repairs or damages to any student-owned devices. [Click here to see the complete Policy #5136](#)

SCHOOL COUNSELING

The School Counseling Program at MSD of Boone Township is a part of the whole program. It is student centered and encourages social, emotional, personal, and academic growth. Our counselors work with students, parents, teachers, administrators, and community support services to help all students maximize their personal and academic growth.

How is this done? Counseling services are implemented directly and indirectly. Direct counseling is

conducted with students individually and in small groups. A student can be seen on a counseling basis when:

- Parents or Guardians request and indicate a need for their child.
- A student requests to see the counselor.
- Teachers, Administrators or other school staff members make a counseling referral.

Why should a child see the counselor for direct services? Students may be referred to visit with the counselor for a wide variety of concerns regarding anything that interferes in any way with a student reaching her/his potential as a learner is good cause for a guidance referral. Personal areas of concern might include (but are not limited to) changing families, behavior/anger control, friendship/social skills and organization/study skills. In all sessions, confidentiality is respected and our counselor follows the confidentiality code of ethics as set forth by the American Association for Counseling and Development.

What is Indirect Counseling?

Indirect counseling services involve working with the important adults in a child's life. Through consultation, the counselor can offer support to parents and school staff members as they work with students. This involves working with staff when developing classroom activities and informative parent presentations regarding the transitions students might encounter at their school; assisting families who are searching for more in depth counseling and services in the community; conferencing with parents and teachers in order to create an action plan to meet the specific needs of any individual student identified as needing more support in the general education setting; and participating on a Multi-Disciplinary team when a child is referred for an educational evaluation.

How can I make an appointment with the counselor?

Students wishing to see their counselor may make an appointment in their school's office before or after school or during passing periods. Parents who wish to speak with the counselor may call the school number and use our counselor's direct extension. Mrs. Hunzelman, our K-8 counselor, can be reached at (219) 996-4771, ext. 129. Mrs. Bush, our High School counselor, can be reached at (219) 996-4771, ext. 119.

College and Career Information

The counseling office has access to a current library of catalogs of all Indiana colleges and many out of state colleges and universities. Information including admission policies, costs, location, areas of study, school population, description of facilities and other information about most two and four year colleges and universities is available for trade, technical, and vocational schools.

Indiana Career Explorer

The Indiana Career Explorer provides College, Career, and Technical information for middles and high school students. This is an easy online tool available to all Indiana students to help them identify and explore a variety of career occupations, establish educational strategies to reach their goals and monitor their efforts in reaching their occupational goals all from a single source that can be found on the Indiana Career Explorer website: www.indianacareerexplorer.com

Scholarships

There are deadline dates for most scholarships, grants, and financial aid programs. As dates vary from year to year, you must keep checking with the guidance office for up to date information. For example, the 21st Century Scholar Program must be applied for while an Indiana student is still in Middle School. All scholarship information will be announced repeatedly as it is received by the

guidance office. Scholarships are posted in the Guidance Office, communicated through newsletters, and included on the school's website.

Testing Program

The following tests are available to help students learn about themselves and how they rank with other students nationally:

1. Preliminary Scholastic Aptitude Test (PSAT) and National Merit Scholarship Qualifying Test (NMSQT) (required for sophomores and optional for juniors)
2. Scholastic Aptitude Test (SAT) (recommended end of Junior year)
3. American College Test (ACT) (recommended end of junior year)

GRADING PRACTICES

Learner Outcomes

MSD of Boone Township takes great pride in our students' academic, artistic and social accomplishments. All of our teachers and staff strive to provide and facilitate quality instruction that engages, challenges and empowers all students to grow and achieve their individual goals to their highest ability.

Grading Scale

All grade levels will use the grade scale listed below. All grades are final and complete for the grading period. No incompletes are given unless corrected with a grade or an F. If incompletes are issued, they are to be converted to a grade in a minimum of two weeks.

100% A+	99.9-93.0% A	92.9-90.0% A-
89.9-87.0% B+	86.9-83.0% B	82.9-80.0% B-
79.9-77.0% C+	76.9-73.0% C	72.9-70.0% C-
69.9-67.0% D+	66.9-63.0% D	62.9-60.0% D-
59.9-0% F		

Grade Reports

The school system is on a 9-week grading period basis. Report cards will be distributed during the week following the end of the grading period. Mid-Term Progress Reports will be available at approximately 4 1/2 weeks into each grading period.

Honor Roll Policy

The office will publish honor rolls following each 9-week grading period and at semester end. Only students who have on file in the office a signed form denying us permission to publish their names will be excluded from public lists.

The "A" Honor Roll is awarded for academic excellence for students with no grade below the "A" range. The "A/B" Honor Roll is awarded for students with no grade lower than a "B-".

HIGH SCHOOL ACADEMICS

Graduation Requirements

The minimum number of credits needed for graduation is 45 credits.

The following courses are required for a CORE-40 Diploma:

- English – 8 credits
 - Math – 6 credits: Algebra I, Geometry, and Algebra II. In addition, all students are required to take a CORE-40 math or physics course during his/her junior or senior year.
 - Science – 6 credits: Biology I, Chemistry, Physics, Integrated Chemistry/Physics or any CORE-40 Science course.
 - Social Studies – 6 credits: World Civilization, US History, Government, and Economics.
 - Physical Education – 2 credits
 - Health – 1 credit
 - Directed Electives – 3 credits in any combination from World Languages, Fine Arts, or Technology.
 - Careers – 2 credits (1 credit and one credit of Personal Finance starting with the class of 2016)
 - Electives – 6 credits
 - Additional credits in other academic/career areas are required by Hebron*
 - Students must take a math or quantitative reasoning course each year in high school.
- Academic Honors Diploma

The Academic Honors Diploma requires additional credits in Math (2), World Languages (6-8), Fine Arts (2) and

Completion of one of the following:

- AP courses (4 credits) and corresponding AP exams
- IB (High Level) courses (4 credits) and corresponding IB exams
- Earn a combined score of 1200 or higher on the SAT (Critical Reading and Mathematics) (Class of 2016 minimum score of 1750)
- Score a 26 or higher on the ACT
- Complete Dual High School/College Credit courses from the Core Transfer Library (6 transferable college credits)
- Complete a combination of AP courses (2 credits) and corresponding AP exams and Dual High School/College Credit courses from the Core Transfer Library (3 transferable college credits)

Technical Honors Diploma

For the Core 40 with Technical Honors diploma, students must:

Complete all requirements for Core 40.

Complete a career-technical program (8 or more related credits)

Earn a grade of “C” or better in courses that will count toward the diploma.

Have a grade point average of a “B” or better.

Recommended: Earn 2 additional credits in mathematics and 4-8 credits in World Languages for four year college admission.

*Complete two of the following, one grade must be at least an A or B:

- Score at or above the following levels on WorkKeys: Reading for Information - Level 6; Applied Mathematics - Level 6; Locating Information - Level 5;
- Complete dual high school/college credit courses in a technical area (6 college credits)*
- Complete a Professional Career Internship course or Cooperative Education course (2 credits)

- Complete an industry-based work experience as part of a two-year career-technical education program (minimum 140 hours)
- Earn a state-approved, industry-recognized certification

**Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:

- Pathway designated industry-based certification or credential, or
- Pathway dual credits from the lists of priority courses resulting in 6 transcribed college credits.

Complete one of the following:

- Any one of the options (A - F) of the Core 40 with Academic Honors
- Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information-Level 5.
- Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
- Earn the following minimum score(s) on Compass; Algebra 6, Writing 70, Reading 80.

Parents of students who wish to opt out of the CORE-40 diploma must make an appointment with the principal and guidance counselor. Such students must meet all local requirement listed for the CORE-40.

Students who transfer from another school district may request that credits previously earned be pro-rated resulting in a lower total of credits required for graduation.

Class Credits

The amount of credit awarded for the successful completion of a course is determined on the basis of regulations set forth by the State Department of Education.

- P.E. requirements: As physical education is a state required physical activities course, it follows that the student must be in the class in order to receive credit. Adjustments will be made with directions from a Medical Doctor.
- Independent Study: Independent study will be allowed only when the principal has accepted the course outline as satisfactory, and the principal and instructor agree upon the course content.

Weighted Grades

<u>Regular</u>	<u>Weighted</u>	<u>Weighted Subjects</u>
4.2 A+	5.2	Calculus, and Pre-Calculus, all Honors courses, 3 rd and 4 th year World Languages, and AP courses.
4.0 A	5.0	
3.8 A-	4.8	
3.2 B+	4.2	
3.0 B	4.0	
2.8 B-	3.8	
2.2 C+	3.2	
2.0 C	3.0	
1.8 C-	2.8	
1.2 D+	2.2	
1.0 D	2.0	
.8 D-	1.8	
-- F	--	

Class Load

High school students are required to carry a minimum of seven classes each semester. Exceptions may be granted by the principal or designee.

AP Exception:

- Seniors who enroll in two or more AP classes and serve as peer tutors will be allowed to have a study hall other than in third period.
- During the time of that study hall, students will not need to be present in school.
- These students may also serve as a student aide, and, if so, the number of classes needed to be passing for extra-curricular participation will be lowered to five.
- In order to qualify for the AP study hall, students must maintain a “C” in each of their classes.

Online Class Policy

To provide Hebron High School students with additional opportunities to take classes or to recover credits, they will be permitted to enroll in online classes through approved providers.

Students who desire to enroll in online classes must be able to work independently, manage time well, and communicate effectively in writing.

Circumstances for Enrollment

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

- The class is not offered at Hebron High School;
- There is a conflict in the student’s schedule that cannot be resolved by rearranging the student’s schedule and the conflict would prevent the student from graduation at the expected time or from qualifying for an Academic Honors Diploma or a Technical Honors Diploma;
- Due to the student’s health, the student cannot regularly attend school;
- To meet Indiana graduation requirements when a student transfers from another state.
- To make up credit in a previously failed course that is required in order to meet graduation requirements.

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

Application for Enrollment

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

Enrollment requires the approval of the guidance counselor and the principal.

Length of the student’s day

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

Setting

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

Equipment and Materials

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

Approved Providers

- A. Indiana University High School
- B. Indiana Online Academy
- C. Indiana Virtual Academy
- D. Brigham Young University Independent Study
- E. Ball State Indiana Academy for Science, Mathematics, and Humanities
- F. Florida Virtual School
- G. Valparaiso High School After-School Options Program
- H. Achieve Virtual Education Academy (AVE) of Wayne Township Schools

Additional providers may be approved by the Superintendent prior to students enrolling in the course.

Allowable Number of Credits

High school students will be permitted to earn twenty-percent (20%) of the number of credits required for graduation and diploma requirements. For a Core 40 Diploma, a student may earn eight (8) credits online. For an Academic Honors Diploma or a Technical Honors Diploma, a student may earn ten (10) credits online.

Grade Point Average (GPA)

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

Cost of Classes

There will be a \$45 fee for each class, which will be refunded if the student completes the class with at least a grade of C.

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

Band and Choir Programs & Performances – Middle & High School

A student who enrolls in Band or Choir is obligated to complete the school year in that program. Parents may request withdrawal at the semester only. Band and Choir are full credit, performance classes. Students and parents must be aware that students are required to perform outside of class time at concerts, contests, and other appearances arranged by the directors. Failure to attend rehearsals and performances, unless excused by the directors, will lead to lower academic grades for the grading period and (possibly) semester, because students have not completed course requirements.

The only excuses accepted include:

- Court order
- Death in the immediate family
- Personal illness

Middle School students in both Band and Choir are to maintain a C average in core classes to be able to continue in both programs. School administration has the authority to alter a student's schedule when academic progress is in question.

Student Resource Time (SRT) - High School

Student Resource Time (SRT) is scheduled so that students can make up work with teachers, obtain study materials for classes, study for exams, retrieve materials from the library media center, or receive tutorial help from teachers. Students will be required to obtain an SRT pass from the "Receiving Teacher" to be excused from their assigned SRT. Students without a pass must stay in their designated SRT class.

Scheduling Process

Students and/or parents make appointments with the counselor in late January, February, or March to complete a schedule for the next school year. In this meeting, students' interests and scholastic performance will be used to determine class choices for the following year. Once this schedule is entered into the computer, no class changes are allowed unless initiated by the school staff for the student's best interest.

Class Rank

A student's class rank is the accumulated average of semester grades earned in grade nine (9) through the end of the 7th semester.

Any student transferring into Hebron High School after the first week of the 5th semester will not be eligible to be named a member of the Top Ten, Valedictorian or Salutatorian.

Study hall or student aide period

For the purpose of calculating class rank, a student:

who has a GPA greater than 4.0 and is enrolled in study hall and/or serves as a student aide will be assigned a 4.0 for the period(s) in which he/she is not enrolled in a class.

Honors Award Program

Year 1 Upon making the "A" or "A/B" honor roll for the 9-week grading periods three times, a medal will be presented and recognition given on Awards Night.

Year 2 If the "A" or "A/B" honor roll is made the second year at least three times for the 9-week grading periods, a 6" letter will be presented on Awards Evening.

- Year 3 If the "A" or "A/B" honor roll is made for the third year three times out of the four-9week grading periods, a plaque will be presented on Awards Evening.
- Year 4 If the "A" or "A/B" honor roll is made for the fourth year at least three out of the four 9-week grading periods, a plaque will be presented on Awards Night.

Student Management Software

Hebron Elementary, Middle, and High School all use a Student Management Software (SMS) called "Harmony." Parents are given a "Registration Code" at registration to set up their own username and password to access their child(ren's) grades, attendance, discipline, and lunch account balance. This code does not change from year to year. The Harmony 3 Family Access link can be found on each schools website under the Quick Links.

High School Graduation Exercises

No student shall be permitted to participate in commencement exercises unless such student has completed all academic requirements of the State Department of Education and has met, in full, such regulations as may have been adopted by local school officials, and has all financial obligations paid.

A voluntary exercise is held whereby seniors who have completed all high school requirements are formally presented with their diplomas. A special speaker is obtained to help school officials make this a memorable occasion for all graduating students. Caps and Gowns are to be worn as they were issued during graduation and not altered in any way.

HOMWORK

Homework is an integral component of education that deepens student learning and understanding. K-12 students will participate in homework that is meaningful, purposeful and appropriate, and builds upon classroom instruction.

Homework for All Grade Levels:

- The amount of time a student spends on assigned homework depends on factors such as the student's needs, learning ability, subject, school schedule, testing schedule, and assigned homework due dates.
- Parents and teachers should make students aware that learning occurs at home, at school, and in the world around them.
- Homework will be purposeful and meaningful to students. Legitimate purposes for homework include:
 - practicing a skill or process that students can do independently, but not fluently; elaborating on information that has been addressed in class to deepen students' knowledge;
 - providing opportunities for students to explore topics of their own interest; and
 - developing regular study habits, time management, responsibility, independence, and self-discipline.

Reading is an essential foundational skill and a building block for all learning and therefore should be encouraged at every opportunity. .

Students who fail to complete homework in a satisfactory manner, as defined by the teacher, may be subject to disciplinary measures to ensure completion. Parents are encouraged to monitor their child's progress on Harmony.

Timelines/Due Dates

Timelines and due dates of assignments are established by the teacher. Students are required to submit assignments on time. Students who do not abide by timelines can expect points to be taken away from late turn in.

HEALTH

Health Forms

Health forms must be completed by parents/guardians at enrollment. Accurate telephone numbers and emergency contacts must be listed. Health forms must be updated yearly by parents/guardians as information changes. **NOTE:** The school nurse can only contact the persons listed on the student's emergency list.

Immunization Requirements

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

Minimum Immunization Requirements for All Children Newly Enrolled in Kindergarten thru 2nd Grade

- Five doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT), or four doses are acceptable if the fourth dose was administered on or after the fourth birthday and at least six months after the third dose.
- Four doses of any combination of oral polio vaccine (OPV) or inactivated polio vaccine (IPV). The fourth dose must be administered on or after the fourth birthday and at least six months after the previous dose. Three doses of all OPV or all IPV are acceptable if the third dose was administered on or after the fourth birthday and at least six months after the second dose.
- Two doses MMR (measles, mumps, rubella).
- Two doses of varicella (chickenpox) vaccine on or after the first birthday and separated by three months *or* physician written documentation of history of chickenpox disease including the month and year of the disease.
- Two doses of Hepatitis A vaccine.
- Three doses of Hepatitis B vaccine (the third dose must be given on or after twenty-four weeks of age and no earlier than sixteen (16) weeks after the first dose).

Minimum Immunization Requirements for All Children Enrolled in Grades 3 thru 5:

- Five doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT), or four doses are acceptable if the fourth dose was administered on or after the fourth birthday and at least six months after the third dose.
- Four doses of any combination of oral polio vaccine (OPV) or inactivated polio vaccine (IPV) by age 4-6. Three doses of all OPV or all IPV are acceptable if the third dose was administered on or after the fourth birthday and at least six months after the second dose.
- Two doses MMR (measles, mumps, rubella).
- Two doses of varicella (chickenpox) vaccine on or after the first birthday and separated by three months *or* physician written documentation of history of chickenpox disease including the month and year of the disease.

- Three doses of Hepatitis B vaccine (the third dose must be given on or after twenty-four weeks of age).

Minimum Immunization Requirements for All Children Enrolled in Grades Six through Twelve:

- Five doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT), or four doses are acceptable if the fourth dose was administered on or after the fourth birthday and at least six months after the third dose.
- One dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after ten years of age.
- Four doses of any combination of oral polio vaccine (OPV) or inactivated polio vaccine (IPV) by age 4-6. Three doses of all OPV or all IPV are acceptable if the third dose was administered on or after the fourth birthday and at least six months after the second dose.
- Two doses MMR (measles, mumps, rubella).
- Two doses of varicella (chickenpox) vaccine on or after the first birthday separated by age-appropriate interval *or* physician documentation of disease history, including month and year, is proof of immunity for children in grades 6 thru 8. Parental report of disease history is acceptable for grades 9 thru 12.
- Three doses of Hepatitis B vaccine (the third dose must be given on or after twenty-four weeks of age).
- One dose of meningococcal conjugate vaccine (MCV4) is required for grade 6, and one booster dose of MCV4 is required for students in grade 12.

Children enrolling with less than the minimum immunization requirements are granted a period of twenty (20) calendar days in which to begin or resume their series. Students may remain in school at the end of a granted waiver period by documenting that they have either completed all requirements, are receiving immunizations according to a physician- or Board of Health-approved schedule, or qualify for an exemption. If the parents/guardians fail to provide immunization documentation or fail to provide a religious objection or medical exemption or fail to meet other requirements, school officials will report the parents/guardians to Child Protective Services and may prohibit the child from attending school.

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

NOTE: Exemptions must be re-filed on an annual basis.

Communicable Disease

If a child has been absent due to a communicable disease, a doctor's release may be required before the child is allowed to return to school. Indiana public health laws place the responsibility for reporting communicable diseases upon physicians, their agents, hospital administrators, and laboratories. It is the policy of the local schools to report all suspected communicable disease to the local health department. It is also school policy to request a diagnosis from a physician for any questionable illness or condition a student might present. This policy is for the protection and health of the student and disease prevention.

Medication/School Health Services

Parents/guardians are encouraged to administer medical treatments and medications to children at home. The school nurse or principal's designee will dispense medications or treatments when a medical condition requires it and when the following conditions are met.

- A form that is available from the school office must be filled out and signed by the parent/guardian and the physician for all prescription medications and treatments.
- A written physician's order is required for prescription medication and inhalers to be administered. Medication and inhalers are to be labeled with the prescription and the student's name, the name of the medication, the date the medication was ordered, the name of the prescribing physician, the dosage, times and dates the medication is to be administered, and the reason for the medication. Labeled containers may be obtained from a local pharmacy.
- **IC 20-33-8-13:** Students with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during the times and in the places set forth if the following conditions are met.
 - The student's parent/guardian has filed an authorization with the student's nurse for the student to possess and self-administer the medication.
 - A physician states in writing that:
 - The student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
 - The student has been instructed in how to self-administer the medication; and
 - The nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described must be filed with the student's nurse annually.

- **Inhalers and Epi-pen Use:** A student who has a prescription and parent/guardian consent for use on file in the school office may carry and self-administer a prescription inhaler or Epi-pen. A student who needs to use his/her Epi-pen for allergic reactions should report the use of the Epi-pen to the supervising adult immediately who will dispose of the used Epi-pen.
- **Students Requiring Blood Glucose Testing or the Administration of Insulin:** A student who is capable may self-test his/her blood sugars and self-administer his/her insulin. These procedures may only be done in the health room where proper disposal systems are available for sharps.
- Parents/guardians are responsible for informing the school of changes in medication or treatment orders by submitting a corrected physician's order and pharmacy label.
- **Non-prescription medications** such as Tylenol may be administered by the school nurse or her designee if the parent/guardian has delivered this medication to the school and the Permission for Administration of Medications form has been filled out and signed by the parent/guardian. The medication must be in the original container and labeled with the student's name. All non-prescription medication will be stored in the health room.
- Parents/guardians are responsible for bringing all medication to school and for retrieving the medication from school. Medication may not be transported on the school bus.
- A student returning to school after being under a doctor's care must submit a note of fitness to return from the student's doctor.
- A student in need of special accommodations (i.e., the use of crutches due to injury) must submit a doctor's note indicating the accommodation and the length of time the accommodation will be needed.

REMEMBER: Students are not allowed to transport medications to school unless they meet the conditions in Item #3 above. The school will not supply medication to students. Medications found on students, who have not followed the medication/school health services policy, will be subject to disciplinary actions by building administration.

Head Lice Policy

Students found to have lice will be under the following guidelines: Students will be immediately removed from the classroom. Parents will be contacted and students will be excluded from the school. Students may return to school after treatment with a shampoo intended for the treatment of lice. Students may be checked randomly for two weeks following treatment to ensure that no new live lice are present.

Illness/Accident/Injury

If a student is injured or becomes ill at school, he/she will be cared for temporarily by school personnel. If a student is ill, he/she is not permitted to use the telephone in the classroom or to use his/her cell phone to call home. If the illness or injury is serious, the parents/guardians will be notified by school personnel. If parents/guardians are unavailable, those listed as emergency contacts will be notified. School personnel will render first aid only. If school personnel deem it necessary, paramedics will be called. **NOTE: The school corporation is not responsible for expenses incurred as a result of an illness, accident, or injury.** Student accident insurance is available to all students enrolling MSD of Boone Township at the parent/guardian's expense.

Reporting Child Abuse

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 digitalized 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, digitalized 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 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, requires 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 parents and students to be aware of the legal consequences should this occur in our school system.

ATTENDANCE

Length of the School Day

	High School	Middle School	Elementary School
Regular School Day	7:45 am - 2:35 pm	7:50 am - 2:40 pm	8:20 am - 3:05 pm
Late Start Wednesday	8:05 am - 2:35 pm	8:10 am - 2:40 pm	8:30 am - 3:05 pm
2 Hour Delay (including Wednesday's)	9:45 am - 2:35 pm	9:50 am - 2:40 pm	10:20 am - 3:05 pm
School Buses leave the school grounds at:	2:40 pm	2:45 pm	3:15 pm

At the high school, prior to 7:35 a.m., students may have club, class, or activity meetings, or do make-up work with teachers. Students are encouraged to seek special help directly from their teachers as the teacher's assigned work day is from 7:25 a.m. to 2:45 p.m. Most staff members are willing to extend this time to help students if needed.

Student Attendance Policy

The attendance policy for **MSD of Boone Township** is developed with the idea that the academic learning cannot take place when students are not in school. Regular attendance is essential to the success of the children in their educational endeavors. Our attendance regulations are developed to encourage attendance and an "on the job" attitude for students to follow and maintain throughout life. We would encourage parents to make as many appointments (dental, medical, etc.) as possible outside of school hours. Our policy, however, is written to allow for situations whereby absence is sometimes necessary. The responsibility for assuring regular attendance rests cooperatively with the student, parent, and school.

The limited number of absences per school are as follows:

- Middle and Elementary School – eight (8) days per semester.
- High School - four (4) absences per period, per semester.

The following procedures must be followed when a student is going to be absent:

- For all absences, the parent/guardian shall report the absence of a student by phone or email sent to the attendance secretary by 9:00 a.m. If the school has not been notified of a child's absence by 9:00 a.m., parents will be contacted by school personnel to find out the reason for the absence.
 - Hebron Elementary School Office: (219) 996-4771 - Option 5
 - Hebron Middle School Office: (219) 996-4771 - Option 6
 - Hebron High School Office: (219) 996-4771 - Ext. 119
- For parents that call in the absence, a note is not required upon the student's return to school. If a student is absent due to a doctor's appointment, a doctor's note is required upon the student's return.
- Students without a phone call or note on record, within three (3) school days of the absence, will be considered truant.

Perfect Attendance Awards are earned at the end of each school year when a student arrives to school and is seated in their first class on time (before the bell rings) and is present throughout the remainder of the school day, every day that school is in session.

Attendance Procedures

- **Admission Slips**

The students shall present to the principal or designee (before school begins on the day they return) a note from their parents, guardian, doctor, or authorized adult setting forth the reason for the student's absence and the dates of the absence, to secure an admit slip. Students who forget their note, must bring it on their second day back to school.

- **Tardiness**

The student must sign-in in the school office upon arriving late to school and before going to class.

- **Leaving School Grounds During Class Hours**

Students are not to leave school grounds once they arrive. No student shall leave school at any time without first receiving permission from the principal or a designee. Students who must leave school during the day shall bring a signed note from their parents or guardian stating the reason and time the student is to be excused. This note must be taken to the school office before school begins so that a pass may be issued for the appropriate dismissal time. Students may not leave the building to get things they forgot to bring to school. At the time a student leaves school, he/she shall sign-out on a sheet posted in the school office or other designated area. Students returning to class before school is dismissed are to sign back in when they return.

- **Student Illness During School**

Students who become ill or injured at school are to report to the supervising adult. Students will then be sent to the Nurse's Office. The nurse will decide whether or not a student should be sent home and make a report in the event of a serious incident. The student must sign-out in the office after having secured the approval to leave.

Certified, Excused and Unexcused Absences

Certified Absence: (will not count toward the limited number of absences) A teacher may allow up to two days for the work to be completed for the first day's absence and not more than a week for two (2) or more days' absence.

- Deaths and funerals of immediate family members (immediate defined as father, mother, guardian, grandparents, sister, brother or own child).
- Religious holiday observances, with proper written verification.
- Participating family member or Exhibiting at Indiana State Fair, with proper written verification.
- College visits (High School Only) with proper verification and prior approval with at least two days prior to college visit. (No more than two per year for juniors and seniors-must be pursuing at least a Core 40 Diploma).
- Service on an election board or as a political helper, with proper written verification and on election days only. (High School Only)
- Court summons with proper written verification. This includes probation appointments (allowing for the appointment and travel time only).
- Legislative page duties with proper written verification. (High School Only)
- Military physicals with proper verification. (High School Only)
- Justifiable reasons at the discretion of the principal.

Excused Absence: (will count toward semester limit). A student who accumulates more than the limited excused days of absence in any class or classes will jeopardize their promotion. A teacher may allow up to two days for the work to be completed for the first day's absence and not more than a week for two (2) or more days' absence.

- Illness or accident verified by a doctor's certificate. Doctor's excuse must specify the date(s) that the doctor feels the student was not able to attend school and must be received by the office within two days of the student returning to school.
- Personal illness verified by a parent call-in, email, or note.
- Medical or dental appointments, which must be scheduled during the school day. Verification must be provided upon students return to school.
- Funerals other than immediate family, with written verification.
- Home Emergencies report by the parent or guardian.
- Auto breakdown or weather conditions.
- Driver's test, with written verification for the driving test only. (High School Only).
- Vacations with prior administrator approval:
 - All days will count to the total number of limited days allowed.
 - Request forms must be submitted at least 5 days prior to the first vacation day. These forms may be obtained from the school office.
 - Vacations may not be taken during the last week of a semester.

Unexcused Absences: (will count toward semester limit) Students should make up the work missed while unexcused in order to keep up with the class.

- No notification from parent or guardian of personal illness.
- Truancy. (All absences from class not listed under excused or limited excused).
- Suspension.
- All vacations, unless prior administrative approved.
- Personal business not justifiable at the discretion of the principal.

Students exceeding the maximum number of days allowed would be considered truant and the Probation Officer will be notified.

Tardies – HS & MS

Students are to be in their class room with materials needed for class at the beginning of the period. Tardies less than twenty (20) minutes to first period will not count as absences. The admitting teacher will determine whether the tardy is excused or unexcused, except the first period of the day, in which case the student must sign in and the principal or designee will issue an admittance slip to class. Students who arrive at school more than twenty (20) minutes late may be subject to tardy and absence consequences.

Attendance Defined-Elementary

- Tardy - initial arrival after the official school starting time will be considered tardy in the A.M.
- Absent half day - Student who arrives 1 hour after the official school starting time or who leaves prior to 1 hour before the official ending time will be considered absent half day.
- Perfect Attendance - A student will be awarded Perfect Attendance if he/she has no tardies and no absences.

Release of Students - Elementary

The following rules and procedures are listed to insure that the school fully accepts its share of the

responsibility and provides ample support for both student and parent in accepting their responsibility.

- Occasionally, a student may need to leave school before normal dismissal. Parents requesting early dismissal must send a note to the office or make a phone call prior to 12:00 p.m. The office will not interrupt classrooms at the end of the day for parents to pick up their child(ren) before regular dismissal if this procedure is not followed. (The principal may make exceptions in case of an emergency or an unusual circumstance).
- As requested by the school nurse or school personnel: when students become ill at school, and it has been determined that they should go home, the school or other personnel will make every effort to contact the parent or person designated on the emergency contact form to request that the student be picked up. (Please inform the office of changes which occur during the year to the phone numbers of parents or emergency contact persons.)
- The person who picks up the student should come to the school office to sign the student out under either situation (parental request or school request). Students will not be released on their own.
- If a student contacts a parent without permission (i.e.: illness), the absence shall be considered unexcused.

Make-Up Assignments

Elementary

- For a one-day illness, the work will be given when the child returns to school the following day.
- On the second day of absence, parents may request for a student's work to be sent to the office for pickup after 2:00 P.M. These homework requests need to be called in to the office by 10:00 A.M. A teacher may allow up to two days for work to be completed for the first day's absence and not more than a week for two (2) or more days' absence.

Middle School and High School:

- It is the STUDENT'S RESPONSIBILITY to check with teachers for assignments missed during absence and arrange a time for tests, quizzes, labs, or presentations. A teacher may allow up to two days for work to be completed for the first day's absence and not more than a week for two (2) or more days' absence.
- The principal may evaluate and grant exceptions to this policy in the event of *extraordinary* circumstances causing extended absence from school, only after a parent discusses the matter in person with the teacher and principal.

Physical Education Excuses - Elementary

Any day a student does not participate in physical education, his/her grades for that day is zero. The following policy pertains to medical excuses:

If, for any reason, a student cannot participate fully in the gym program, a note must be brought from home stating the same. If the disability extends for more than one day, a doctor's note must be submitted indicating the length of time a student is to be excused. The note should be initialed by the school office for recording and filing. Only one parental note is allowed per 9 weeks, after this the child will lose their participation points for each day thereafter. The student is then to report to his/her gym period unless otherwise instructed. If a child has a medical excuse they will still be expected to take all written exams and will be required to do additional work in place of participation points. A student that does not participate fully in physical education for whatever reason will be ineligible for any school athletics including practices.

Music Performances - Elementary

As part of the music curriculum, students in grades K-4 are required to take part in an annual grade level music program, which is scheduled to take place outside of the regular school day. A great amount of time is spent in music class, and in some cases, in the regular classroom, to prepare for the performance. To insure that students will attend, parents will be notified well in advance of the program date so they can plan ahead for the event. If the student cannot attend the program because of a previous commitment, the music teacher must be notified at least 3 days in advance. If the student is sick on the day of the program, or a family emergency arises, please contact the office and the teacher will be notified. Students who are absent on the day of the program, will not be allowed to participate in the evening performance. Failure to attend with no prior notice or a reasonable explanation on the day following their program (sudden illness or family emergency) will result in the student having his/her music grade lowered by one letter grade for that grading period.

Truancy

Truancy is (1) absence without parental or school knowledge; (2) leaving school without obtaining prior approval from the principal or designee; (3) absence from school without parental permission or in defiance of parental authority; (4) absence from class or tardy more than five (5) minutes without a valid pass (even if the student is in the building).

- Truancy is a violation of school policy and appropriate disciplinary action will be taken which may include detention, suspension and/or referral to the proper legal agency.
- Hebron Elementary, Middle and High Schools participate in Project Attend.
- Project Attend (Aiming Toward Truancy Elimination and Non-Attendance Decrease) is designed to assist children and their parents in an effort to eliminate truancy and excessive absenteeism. To this end, the project provides a partnership between families, the courts, community and schools.
- Tardies and absences will accumulate during each semester. Students who accumulate 10 tardies in one semester will be referred to Project Attend. Attendance is monitored on a case by case basis and excessive absences will also result in a referral to Project Attend.

Students may be designated as a "habitual truant" if they are:

- Truant for three consecutive school days.
- Truant two days in any period of thirty school days;
- Truant five days in a semester, or truant eight days in any two consecutive semester periods.

Vocational Students' Attendance- High School

Vocational students are required to attend both their home school and vocational school each day they are in session. Vocational students must attend vocational school every day they have school, even if their home school is not in session that day (due to vacation or some other reason). All vocational students will follow the attendance calendar of Hebron High School AND their vocational school. If a vocational student is not in attendance at Hebron High School, he/she is not to attend vocational school unless approved by the principal or designee. Violation of this will be considered insubordination.

Students who attend vocational school and travel between two schools will be considered in school from the time they arrive at either school. If a vocational student is in school (either at their home school or vocational program) and becomes ill, he must see the school nurse at the home school and follow proper signing out procedures to avoid being considered truant.

Parents should call the school to report their child's absence from vocational school as well as their home school. Vocational students have 48 hours after returning to school to bring a note to vocational school or the student will be considered truant.

A bus is provided for vocational students who attend classes located at Porter County Career Center (PCCC), Ivy Tech, and/or the Special Education Learning Facility (SELF). Those vocational students are required to ride the bus. If they drive to vocational school without permission, the consequences for insubordination will be applied.

Attendance and Extracurricular Activities and Sports

A student must be in school the day of an event or practice in order to participate. If circumstances dictate that a student be absent in the morning of an event/practice the student must be signed into school within 20 minutes from the start of school and remain in attendance for the remainder of the school day to be eligible to participate in the current day's event/practice. In order to participate on any Saturday event/practice, a student must be in school on Friday.

Closed Campus

Hebron High School is a closed campus, once on school property, students are to remain on school grounds from arrival in the morning until dismissal time in the afternoon. Should a student find it necessary to leave the school for any reason, he/she must receive permission from the building principal. If permission is given, the student must then sign out and must sign in immediately upon his/her return.

Students in kindergarten through eighth grade must be signed out by a parent/guardian.

ATTENDANCE CONSEQUENCES – HS

Exceeding the limited number of absences allowed

All students shall be guaranteed the opportunity to earn credit in course work. Any student who accumulates four (4) absences in a class or classes, may be required to appear before an Attendance Review Committee with his/her parent. The Attendance Review Committee shall consist of the Principal, Counselor, School Nurse, Guidance Secretary, and two teachers on the student's schedule. The following options may be used for students who exceed the attendance limit.

- Students may be removed from classes and possibly expelled from school due to attendance.
- Students may be required to make up the time that they have missed after school – if a student has exceeded the attendance limit by one day, he/she would serve seven hours after school.
- If a student has a diagnosed medical condition with proper verification that interferes with regular school attendance, he/she will be given accommodations to ensure that education can continue.

Students with excessive absences or Tardies may also be referred to "Project Attend," a joint program between the Porter County Juvenile Court, the Porter County Juvenile Probation Department, the Porter County Prosecuting Attorney's Office, the Porter County Office of Family and Children and all Porter County Schools. Project Attend will work to identify violations of the Indiana Compulsory School Attendance Law. Thereafter, an informal meeting will be held between the child, the parents of the child, school officials and juvenile court officials. In many instances, these parties can enter into an agreement for action, which will successfully end the child's attendance problem. This parent

participation agreement could include a variety of conditions such as the parent attending one or more days of school with the child, the parent taking the child to and from the bus stop and/or the parent calling for weekly attendance reports. When the agreement is not complied with, the case would be referred to the Porter County Juvenile Court for further action.

EXTRACURRICULAR PARTICIPATION/ATTENDANCE

Attendance and Extra Curricular Activities

A student must be in school the day of an event/practice in order to participate. If circumstances dictate that a student be absent in the morning of an event/practice (excused absence only), the student must be signed in within twenty minutes of the start of the school day and remain in attendance for the remainder of the school day to be eligible to participate in the current day's event/practice. In order to participate on a Saturday event, the student must be in school on Friday. The only exception to this would be a doctor's excuse or a legal excuse.

Elementary Extra-Curricular Eligibility Policy

This section refers to all extra-curricular activities. Academic related activities are included under this policy. Examples include but are not limited to spell bowl, art club, etc. This policy does not refer to intramural activities.

The purpose of this policy is to set priorities on academic success over extracurricular activities. If students are struggling academically they should be spending time on their studies over any extra-curricular activity. This policy will establish a uniform procedure for all coaches and sponsors to follow.

Grades - Elem

Any participant that receives a grade of an "F" on a report card or progress report during the season will be temporarily withdrawn from competing in any game or meet. The First Official practice with the sponsor will be the official start of the season. When this participant can prove to the sponsor that this deficient grade/grades no longer exists, the participant will be able to compete. A signed written note from the teacher issuing the progress or deficiency report will be sufficient. When a participant is banned from competition this participant may be required to attend practices. This will be left up to the individual sponsor. Some teams would be at a disadvantage for participants missing practices and not knowing the "plays" if they regain competition status at a later date.

Extracurricular Event Expectations - MS

Proper spectator conduct at athletic events in any location is expected.

- All Hebron Middle School rules apply during extracurricular events.
- Students who leave the building will not be readmitted.
- Students are expected to have rides no later than fifteen minutes after the event is completed. Faculty sponsors cannot be expected to assume responsibility for students after this time. Failure of parents to pick up students in this time frame will result in the student not being allowed to attend extracurricular events. Uncooperative behavior will result in removal from the game and possible future events.

Fan Buses

Fan bus rides to certain athletic contests may be provided. Any student wishing to use the fan bus must ride to and from the event. Students are expected to follow all bus and school rules, and any other directions of any adult.

General Activity Rules for Extracurricular Events- MS

- Students are expected to conform to school rules and an appropriate code of conduct during or after school events. Students who do not conform to the rules will be immediately removed from the event and not allowed to attend future school events.
- Only Hebron Middle School students may attend our school dances.
- There will be no possession or use of tobacco at these activities.
- School officials will exclude from the activity and subject to disciplinary action those persons who use, or appear to be using alcoholic beverages or drugs.
- Aggressive or boisterous behavior will not be permitted.
- The dress code applies at all school events.
- No passes out of an event will be issued. Anyone leaving will not be allowed to re-enter the event.
- All students attending events must be in good standing.
- Students who are absent, sent home sick, or suspended in or out of school are ineligible to attend/participate in after school activities.

Extra-Curricular Activities – High School

Students at Hebron High School can be involved in a variety of after-school activities. We encourage all students to explore their interests and increase their skills through extra-curricular involvement. Student participation in extra-curricular activities will follow the guidelines for athletics. Notification of meeting times and locations are made in the daily announcements.

Clubs and Organizations Available – High School

The following clubs have been organized at Hebron High School: Art Club, Drama Club, German, FACS (Family and Consumer Services), National Honor Society, Dance Squad, Spanish Club, German Club, Student Council, Thespian Organization, S.T.O.P Club, Science Club, Campus Life, and Ripple Effect. Membership eligibility requirements and constitutions are available from the principal's office or the club's sponsors for examination.

Student Officers – High School

A student may hold a maximum of one major office and two minor offices in the school. The following are classified as major offices.

Class Officers	President, Secretary, Treasurer
Art Club	President
Drama Club	President
German Club	President
FACS (Family & Consumer Services)	President
National Honor Society	President
Science Club	President
Spanish Club	President
S.T.O.P.	President
Student Council	President, Vice President
Thespians	President
Yearbook	Editor, Photography Ed.

Class Officers – High School

Class officers shall be elected by their peers and shall be selected from the upper half of the class or carry at least a "C" average. Officers shall use

Roberts Rules of Order in conducting meetings, and keep accurate records of all meetings. A copy of the minutes of each meeting shall be presented to the sponsor within 24 hours of each meeting.

General Activity Rules – High School

- Dances and parties will end no later than 11:00 pm except for school-approved formal dances, which may end at 12:00 midnight and must be properly chaperoned.
- There will be no possession or use of tobacco at these activities.
- Those persons who use or appear to be using, alcoholic beverages or drugs will be excluded from the activity and subject to disciplinary measures by school officials.
- Disruptive behavior of any form will not be permitted.
- Proper dress for the occasion is necessary at all school-sponsored events. The dress code applies.
- No pass-outs will be given at any school activity.
- All students attending dances must be in good standing.
- Anyone leaving will not be allowed to re-enter.
- Any person attending a Hebron School event is subject to the rules of the Hebron Schools.
- Any person who is attending a Hebron High School sponsored dance/activity must be 20 years of age or younger, must show picture ID, and must have verification from their previously attended high school and/or be subject to a criminal background check.

Junior-Senior Prom Information – High School

Each year the Junior Class honors the Senior Class by sponsoring the Junior- Senior Prom. The Prom is for Hebron High School juniors and seniors who may or may not be accompanied by a registered date. Tickets must be purchased in advance. Completed guest forms must be turned in prior to purchasing tickets. Any guest who is out of school must supply the school with a photocopy of his/her driver's license along with the completed guest form prior to purchasing tickets. Guests must be at least in ninth grade. Post-Prom activities will not be sponsored by the school. Class dues must be paid to be eligible to attend prom. Hebron students are required to be in attendance the full day prior to prom to be eligible to attend prom. **Only full-time Hebron High School students are eligible to attend prom.**

Student Participation in Activities with Conflicting Dates – High School

When a student is involved in two activities falling at the same time, the student should bring the conflict to the attention of both advisors/coaches involved. If a satisfactory solution cannot be arrived at, the principal will confer with the student and the advisors involved and then decide in which activity the student will be allowed to participate.

EMERGENCY PROCEDURES

Fire Alarm

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

- Students, staff, and visitors will use the fire exits that are posted in each room.

- All students must remain silent throughout the entire alarm.
- Students shall walk, not run.
- No one shall return to the building until the all-clear signal is given by the principal or person in charge.
- Doors should be closed and lights turned off after everyone has left the room(s).
- Students will be escorted by their teachers to their designated safe areas.
- Teachers will stay with their classes at all times and take attendance at their designated safe areas.
- Students who are out of their classrooms when a fire alarm activates are to immediately report to the nearest occupied classroom or join the closest teacher who is exiting the building. Upon arrival at their safe zone, the teacher must notify an administrator to report the student's location.
- Students and staff should stay off all roads, drives and parking lots to allow for safe passage of emergency vehicles.

Lightning Safety

Hebron school administrators have access to the WeatherBug Spark Lightning Alerting System that alerts staff when severe weather and lightning is detected within a 10 mile radius of our schools.

Principals or their designee will notify school personnel and those on the school playgrounds or athletic fields to immediately seek shelter inside the nearest building.

AVOID: the outdoors — water — tall trees — metal fences — playground equipment -- overhead wires and power lines — elevated ground.

Tornado Warning

When a tornado warning has been issued for the MSD of Boone Township, students will be moved to designated safe areas posted in each room. Students will remain in safe areas until that warning is lifted, even if the warning extends beyond the normal school day. No student will be allowed to leave the school premises during a tornado warning unless under the direct charge of a parent/guardian. Students are not to talk, run, or push at any time during a drill. Bus drivers and parents outside waiting for their children shall be escorted inside to a safe zone.

Emergency Closings

The superintendent is empowered to delay or close schools or to dismiss students early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. If conditions affect only a single school, only that school shall be affected. If there is a delay or the possibility of cancelling school due to weather or other emergency conditions, please listen to the radio stations listed below, access the MSD of Boone Township web page, register on www.cancellations.com, or call the MSD of Boone Township Emergency Closings phone line at (219) 996-4771 and press "Option 3" when prompted. Parents/guardians will also be notified through the **SchoolMessenger** emergency notification system. **Parents and guardians must provide the school corporation with current telephone numbers and email addresses in advance of a crisis situation to be on the notification list.** Parent/teacher conferences and other activities may be rescheduled in the event of emergency closings or delays.

www.hebronschools.k12.in.us

Radio Stations:

<u>Call Letter</u>	<u>On the dial</u>	<u>Location</u>
WAKE	1500 AM	Valparaiso
WLJE	105.5 FM	Valparaiso
WZVN	107.1 FM	Merrillville
WJOB	1230 AM	Gary

IMPORTANT: Parents/guardians should have a family emergency plan prepared in the event that the start of school is delayed or school is cancelled. Students and childcare providers must be aware of the plan.

Only those parents/guardians who have provided the school corporation with emergency contact information (telephone numbers and/or email addresses) will be notified via the **SchoolMessenger** emergency notification system in the event of a delay to the start of school, school cancellation or early dismissal. ***PLEASE DO NOT CALL THE SCHOOL, THE PRINCIPAL, OR THE SUPERINTENDENT'S OFFICE. Telephone lines must be kept open for emergency communications.***

REUNIFICATION INFORMATION CARD located in the back of the handbook should be completed and returned to your child's school office within the first week of school.

Crossing Guard

Students who cross Main Street at South Street (to the east of the school) and Route 8 at Lincoln St. (to the north of the school) must cooperate with the crossing guard and cross with the crossing guard. The crossing guards are in their designated areas from 7:20 A.M. until 8:20 A.M., and from 2:15 P.M. until 3:15 P.M.

Building Security

In order to provide a secure school campus during the school day, certain procedures will be followed pertaining to building security.

- After the start of school, all exterior doors will be locked.
- All visitors must report to the main office. Visitors will sign-in and be issued a visitor's pass. Former students will not be admitted during school hours.
- Students must not open exterior doors, allowing others to enter, unless supervised by a staff or faculty member.
- All students are to follow emergency procedures as instructed by teaching staff or administration quickly and quietly.

STUDENT BEHAVIOR EXPECTATIONS

Disruptive Activities

Students are prohibited from engaging in any activity that could be disruptive to the educational process, including but not limited to lying, deception, forgery, cheating, and possession of or altering official school documents, parents' notes, and doctor/dental excuse. Continued and intentional making noise or acting in any manner so as to interfere with the teacher's ability to conduct the educational function under his/her supervision is prohibited. Students are to respect the property of others, and must not cause damage to another student's property, project, or assignment. Consequences: may range from detention to expulsion.

Respect towards others

It is the intention of MSD of Boone Township to create a positive school environment that respects the cultural, intellectual and the physical differences that we all possess and bring to school each and every day. It is for these reasons that all students are to show respect toward teachers, administrators, and non-certified staff members (substitutes, student teachers, bus drivers, secretaries, custodians, cafeteria personnel, etc.) and their fellow students at all times. Likewise, all adults working in our schools are expected to show the same respect toward all students and their fellow employees. Threatening remarks, posturing, vulgar language, or gestures by students toward a staff member are prohibited. Excuses from students that the comment was only in jest or not meant to offend are not acceptable. Consequence for such behavior will result in disciplinary action and may include suspension, possible request for expulsion, and depending upon severity, possible referral to police for intimidation. Physically assaulting a staff member will result in suspension, request for expulsion, and request for arrest and prosecution by police.

Disciplinary Powers of Principals (IC 20-22-8-10)

- (a) A principal may take any action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.
- (b) Subsection (a) allows a principal to write regulations to govern student conduct. A written document cannot provide for all contingencies that could or might occur during the course of a school year anymore that it can anticipate every eventuality that might arise in any of the areas covered in this handbook. Therefore, the MSD of Boone Township administration has the right to take appropriate action when dealing with items, issues, and situations, etc., not outlined in this handbook, and in doing so, apply any reasonable and appropriate disciplinary measure(s) when needed to ensure the safety and well-being of all students and staff.

Students are expected to:

- Act respectfully toward adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- Complete assigned tasks on time and as directed; and
- Help maintain a school environment that is safe, friendly, and productive.

Disciplinary Options

It is the general policy of the MSD of Boone Township to use progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct.

Disciplinary action may include, but is not limited to, one or more of the following:

- Student conference with teacher, principal, counselor, other school corporation personnel, and verbal warning;
- Parent contact;
- Parent conference;
- Detention;
- Seating assignment in classrooms, cafeteria, gym, auditorium, or aboard a school bus;
- Lunch period eat/study restriction in office or classroom;
- Suspension from class;
- In-school suspension;
- Suspension from extracurricular activities;
- Detention or restriction of privileges;
- Loss of school privileges;
- Disciplinary contract;
- In-school monitoring or revised class schedule;
- Modified school programs;
- Referral to in-school support services;
- Referral to community resources or outside agency services;
- Financial restitution;
- Assignment to alternative education programming;
- Referral to police, law enforcement agencies, or other appropriate authorities;
- Request for a petition to be filed in court for juvenile delinquency adjudication;
- Out-of-school suspension;
- Preparation of an admission or readmission plan;
- Expulsion;
- Expulsion and/or
- Other disciplinary action as deemed appropriate by the principal or school corporation.

Discipline Statement

Hebron school staff, parents and students must work together to create an environment where students can develop to their full potential. In order to support that goal, students are required to follow rules that are necessary to ensure order and safety. Below are stated some of the major rules -- a more detailed and inclusive list is contained in the due process section of this handbook.

The rules and standards set forth in this handbook apply to behavior on school premises, off school premises when it directly affects other students or the school, at school functions, traveling to or from school, traveling to or from any school function.

Detention – High School

Detentions will be served on Tuesday and Thursday from 2:45 to 3:45 pm, immediately after school. During the detention, students must stay busy with homework or reading. If a student does not stay busy or is tardy, he/she will be asked to leave. If a student does not show up for a detention, or fails to serve the detention satisfactorily, he/she will be assigned to a Friday School. Extra-Curricular Activities are not a reason to miss an assigned Detention.

The only acceptable reason for missing a detention is if the student was absent from school that day. If a student is absent the day of the detention, the detention is automatically moved to the next detention day. If an emergency exists that prevents a student from serving a detention, the parent must contact the administrator or designee prior to noon on the day of the assigned detention.

Friday School – High School

Friday School will be served from 2:45 pm until 5:45 pm on Friday afternoons to enable students to fulfill obligations resulting from infractions of school policies. It is designed to help students succeed by not missing valuable class time.

If a *student fails to serve a Friday School*, a two (2) day Out-Of-School Suspension will automatically be assigned. The student will come to school on Monday and must get all assignments which will be due to all classes upon returning to school.

An unexcused absence on the day a student is scheduled to serve Friday School will be viewed as a failure to serve. Excused absences will result in serving the next available Friday School.

Students must stay busy with homework or reading. There is an expectation of no sleeping, no talking, and no disruptive behavior. If a student does not stay busy, he/she will be asked to leave and he/she will receive a two (2) day Out-Of-School Suspension.

If a student has a behavior that would result in his/her accumulating more than two (2) Friday Schools, a two (2) day Out-Of-School Suspension will be issued.

Exceptions to these rules may be requested by the parent/guardian prior to the day the Friday School is to be served. Friday School will not be changed for any event (including, but not limited to work, academic teams, athletics, music, drama, and/or clubs). The administration or designee may adjust any Friday School provided there are extenuating circumstances.

Suspension

Suspensions will be in-school, except in extenuating circumstances or as noted in the handbook. The suspended student must bring books for all of his/her classes to the suspension room before school starts in the morning. The suspended student will be given two rest room breaks. Suspended students must stay busy with homework or reading. If a student refuses to follow the directions of the suspension room supervisor and is sent to the office, the student's parent or guardian will be called, the student will be suspended out of school and may be expelled.

When a student is suspended, that student is not permitted to participate in any school activities until beginning of the next school day following the last day of suspension. After the second out-of-school suspension, the parent will be required to meet with the principal before the student can return to class.

Out of School Suspension – High School

During out-of-school suspension the student is not allowed in the school or on school grounds and his/her absences are excused absences.

During an Out-Of-School Suspension, the student is expected to get and complete all assignments homework. All assignments / homework is due in all classes on the day the student returns to school.

Off-Campus Conduct

“Student must refrain from disruptive behavior that interferes with the educational environment.” (IC 20-33-8-8(c) (2).

Harassment:

MSD of Boone Township strives to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board. For additional information see policy 5517.

Sexual Harassment

- Verbal:
Written, electronic (social media), or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, threats, or sexual propositions toward a student, school employee, school volunteer, or any other person associated with the school or the school corporation.
- Nonverbal:
Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a student, school employee, school volunteer, or any other person associated with the school or the school corporation.
- Physical Contact:
Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual contact with a student, school employee, school volunteer, or other person associated with the school or the school corporation.

Gender/Ethnic/Religious/Disability/Physical Traits

- Verbal:
Written, electronic (social media), or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person’s gender, national origin, religious beliefs, etc., that are offensive to a student, school employee, school volunteer, or any other person associated with the school or the school corporation.
- Nonverbal:
Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures that are offensive to a student, school employee, school volunteer, or any other person associated with the school or the school corporation.

- **Physical Contact:**
Engaging in hitting, slapping, pinching, pushing, poking, roughhousing, touching, spitting, etc., that are offensive to a student, school employee, school volunteer, or any other person associated with the school or the school corporation.

Consequences

Consequences for violation of any portion of the harassment policy may include suspension and/or expulsion from school, and violators may be required to undergo psychological counseling, at the expense of the parent/guardian, before returning to school.

False Reporting

Any student 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 the sanctions for misconduct set forth in Consequences above.

Bullying

MSD of Boone Township is committed to providing a safe and civil educational environment for all students, employees, volunteers, and patrons free from harassment, intimidation, and bullying. Bullying can take many forms including slurs, rumors, jokes, innuendos, demeaning comments, cartoon drawings, pranks, gestures, physical attacks, threats, other written or electronic text messages, and oral or physical actions. Bullying means overt or covert, unwanted, repeated acts or gestures, including:

- Verbal or written communications or images transmitted in any manner (including digitally or electronically);
- Physical acts committed; aggression, and/or
- Any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate (IC 35-45-2-1), or harm the targeted student and create for the targeted student an objectively hostile school environment that:
- Places the targeted student in reasonable fear of harm to the targeted student's person or property;
- Has a substantially detrimental effect on the targeted student's physical or mental health;
- Has the effect of substantially interfering with the targeted student's academic performance; or
- Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
- The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:
 - Participating in a religious event.
 - Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
 - Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment of the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
 - Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
 - Participating in an activity undertaken at the prior written direction of the student's parent.

- Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana. (IC 20-8.1-5.1-0.2)

Bullying is prohibited when:

- On school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group;
- Off school grounds at a school activity, function, or event;
- Traveling to or from a school or a school activity, function, or event; or
- Using property or equipment provided by the school; and
- Bullying acts originating in school that continue after school hours and off school property. [IC 20-33-8-13.5]

For additional information on bullying see policy 5517.01

Hazing

Students are strictly prohibited from participating in any form of initiation or membership rites in connection with school sponsored activities when their conduct may reasonably be seen as demeaning or assaultive in any nature. This prohibition applies even if those targeted give “consent” to such conduct. Students afforded the privilege of participating in athletics and other school sponsored activities are expected to take a leadership role, both by avoiding such conduct themselves and by reporting any such conduct by others to the Principal, his designee, extra-curricular coach or sponsor. Students who participate in this type of conduct, even as a bystander, or who become aware of it and fail to report it can expect to be excluded from athletics and other extracurricular activities. In addition, they may be subject to disciplinary action up to suspension or even expulsion from school ([see Student Hazing Policy #5516](#))

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for bullying also constitutes a violation of this policy.

MSD of Boone Township will provide educational outreach and training to school personnel, parents/guardians, and students concerning the identification, prevention, and intervention in bullying. Parents/guardians shall be provided with copies of this policy and procedures and appropriate materials on the recognition and prevention of harassment, intimidation, and bullying.

Filing Complaints

Informal Complaint Process — Anyone may use informal procedures to report and resolve complaints of bullying. At the building level, programs may be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled in a manner that is consistent with the due process requirements. Informal reports may be made to any staff member, although staff shall always inform complainant of his/her right to and the process for filing a formal complaint. Staff shall also direct potential complainant to the building principal who can explain the informal and formal complaint process and what a complainant can expect. Staff shall notify the home room teacher, school counselor or the building principal when they receive complaints of bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies may include: (1) An opportunity for the complainant to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate, either in writing or face-to-face. (2) A statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to disciplinary action if proven or repeated. (3) A general public statement from an administrator in a building reviewing the district bullying policy without identifying the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated. (4) Suspension or expulsion from school.

MSD of Boone Township has established a [school web site tip line](#) at each school for reporting bullying behavior. Students or parents who wish to report bullying behavior can use the following emails:

- Hebronhighschoolcares@hebronschools.k12.in.us
- Hebronmiddleschoolcares@hebronschools.k12.in.us
- Hebronelementaryschoolcares@hebronschools.k12.in.us

Formal Complaint Process — Anyone may initiate a formal complaint of bullying, even if the informal complaint process is being utilized. Complainant should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of meeting may result. Efforts should be made to increase the confidence and trust of the person making the complaint. Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any district-initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed.

- All informal complaints shall be in writing. Formal complaints shall set forth the specific acts, conditions, or circumstances alleged to have occurred that may constitute harassment, intimidation, or bullying. The compliance officer may draft the complaint based on the report of the complainant for the complainant to review and sign.
- Regardless of the complainant's interest in filing a formal complaint, the compliance officer may conclude that the district needs to draft a formal complaint based on the information in the officer's possession.
- The compliance officer shall investigate all formal, written complaints of harassment, intimidation, or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation.
- When the investigation is completed, the compliance officer shall compile a full written report of the complaint and the result of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.
- The superintendent or his/her designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within thirty (30) days, stating:
 - That the district intends to take corrective action; or
 - That the investigation is incomplete to date and will be continuing; or
 - That the district does not have adequate evidence to conclude that bullying, harassment, or intimidation occurred.
- Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

- Reports of bullying will be investigated by school personnel and assessed using the following criteria. The following Bullying Assessment serves only as a template for administrative disciplinary actions. A school administrator may, at his/her discretion, administer discipline which is more appropriate to the actions of the student at any time.

<u>Bullying Assessment</u>		
Type of Bullying	Behavior Exhibited	Disciplinary Response
<u>Level 1</u> -Single, non-severe incident of spoken, written, or electronic communication.	Thoughtless comments.	Verbal or written correction from school personnel.
<u>Level 2</u> -Repeated incidents of spoken, written, or electronic communication. A severe incident.	Name calling, threatening, derogatory, or malicious comments.	Notify parents/guardians & SRO; school counselor referral; minor discipline such as loss of privileges, detention, etc.; remove from class or activity for period or day.
<u>Level 3</u> -Physical acts of any type where injury does not result.	Tripping, pushing, shoving, horseplay.	Notify parents/guardians & SRO; school counselor referral; detention or suspension from school.
<u>Level 4</u> -Physical acts of any type where injury occurs and/or continued behavior listed above in Levels 1 through 3.	Slapping, punching, hitting, kicking, and/or continued behavior listed above in Levels 1 through 3.	Notify parents/guardians; school counselor referral; suspension from school with possibility of expulsion.
<u>Level 5</u> -Physical acts of any type involving a weapon or any instrument that could be used as a weapon.	Possession of a weapon or any instrument that could be used as a weapon.	Notify parents/guardians and law enforcement officials; school counselor referral; suspension from school with recommendation for expulsion.

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

- Intimidation [IC 35-45-2-1]
 - A person who communicates a threat to another person, with the intent:
 - that the other person engage in conduct against the other person's will;
 - that the other person be placed in fear of retaliation for a prior lawful act; or
 - of causing a dwelling, a building, or another structure; or a vehicle; to be evacuated, commits intimidation, a Class A misdemeanor. However, the offense is a Class D felony if:
 - the threat is to commit a forcible felony;
 - the person to whom the threat is communicated:
 - is a law enforcement officer;
 - is a judge or bailiff of any court;
 - is a witness (or the spouse or child of a witness) in any pending criminal proceeding against the person making the threat; or
 - is an employee of a school corporation;
 - the person has a prior unrelated conviction for an offense under this section concerning the same victim; or
 - the threat is communicated using property, including electronic equipment or systems, of a school corporation or other governmental entity; and
 - Class C felony if, while committing it, the person draws or uses a deadly weapon.
 - "Threat" means an expression, by words or action, of an intention to:
 - unlawfully injure the person threatened or another person, or damage property;
 - unlawfully subject a person to physical confinement or restraint;
 - commit a crime;
 - unlawfully withhold official action or cause such withholding;
 - unlawfully withhold testimony or information with respect to another person's legal claim or defense, except for a reasonable claim for witness fees or expenses;
 - expose the person threatened to hatred, contempt, disgrace, or ridicule;
 - falsely harm the credit or business reputation of the person threatened; or
 - cause the evacuation of a dwelling, a building, another structure, or a vehicle.

Students have the right to be safe and secure at school and to pursue their education in a safe and secure environment. Security of the school and the safety of students, staff, and visitors is a corporation priority. Students and objects in the possession of students, such as coats, jackets, purses, briefcases, backpacks, or gym bags, will be subject to random administrative inspections, including inspections with metal detectors. Refusal to cooperate with a request for such administrative inspection may result in disciplinary action.

In addition, the principal or other member of the administrative staff designated by the principal, and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable suspicion for a search of that student. Searches of the person of a student shall include:

- Searches of student clothing;
- Searches of any object in the student's possession; and/or
- A "pat down" of the exterior of the student's clothing by a school representative of the same gender in the presence of another adult of the same gender.

Confiscation of Knives, Weapons, or Contraband

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

Re-enrollment after Expulsion

If a student is sixteen (16) years of age or older and wishes to re-enroll after expulsion, the principal may require the student to attend an alternative school or alternative educational program.

The student will also be required to provide proof of residency.

CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY

MSD of Boone Township adopts this policy pursuant to State law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, demonstrate its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, educate Corporation students, employees, and parents about criminal gangs and criminal gang activity, and comply with State and Federal laws and regulations.

The Corporation prohibits criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

Definitions

- A. "Criminal gang," as used in this policy, means a group with at least three (3) members that specifically:
1. either:
 - a. promotes, sponsors, or assists in, or
 - b. participates in, or
 2. requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).
- B. "Criminal gang activity," as used in this policy, means to:
1. actively participate in a criminal gang;
 2. knowingly or intentionally commit an act:
 - a. with the intent to benefit, promote, or further the interests of a criminal gang; or
 - b. for the purpose of increasing the person's own standing or position within a criminal gang;

3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal gang or remain in a criminal gang;
4. threaten another person because the other person:
 - a. refuses to join a criminal gang;
 - b. has withdrawn from a criminal gang; or
 - c. wishes to withdraw from a criminal gang;when engaged in by a student who attends a Corporation school.

Gang Activities

Use of gang signs, wearing gang clothing or symbols, use of gang hand signals, gang graffiti, gang-related writing or speech, gang symbols and or graffiti drawn in notebooks, book covers, etc. and recruiting of gang members is prohibited. Consequences are, by occurrence:

- First: Three to ten-day suspension, possible expulsion meeting, report to police
- Second: Ten-day suspension, expulsion meeting, report to police.

See Policy 5840

Plagiarism Policy

What is Plagiarism?

According to the Merriam-Webster online dictionary, to "plagiarize" means:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving appropriate credit to the author
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent plagiarism. See our section on [citation](#) for more information on how to cite sources properly.

What about images, videos, and music?

Using an image, video or piece of music in a work you have produced without receiving proper permission or providing appropriate citation is plagiarism. The following activities are very common in today's society. Despite their popularity, they still count as plagiarism.

- Copying media (especially images) from other websites to paste them into your own papers or websites.
- Making a video using footage from others' videos or using copyrighted music as part of the soundtrack.
- Performing another person's copyrighted music (i.e., playing a cover).
- Composing a piece of music that borrows heavily from another composition.

Certainly, these media pose situations in which it can be challenging to determine whether or not the copyrights of a work are being violated. For example:

- A photograph or scan of a copyrighted image (for example: using a photograph of a book cover to represent that book on one's website)
- Recording audio or video in which copyrighted music or video is playing in the background.
- Re-creating a visual work in the same medium. (for example: shooting a photograph that uses the same composition and subject matter as someone else's photograph)
- Re-creating a visual work in a different medium (for example: making a painting that closely resembles another person's photograph).
- Re-mixing or altering copyrighted images, video or audio, even if done so in an original way.
-

The legality of these situations, and others, would be dependent upon the intent and context within which they are produced. The two safest approaches to take in regards to these situations is: 1) Avoid them altogether or 2) Confirm the works' usage permissions and cite them properly.

<http://www.plagiarism.org/plagiarism-101/what-is-plagiarism/>

What does not constitute plagiarism?

- Improperly formatted entries on the works cited page
- Improperly formatted in-text citations

What are the consequences for plagiarism?

For unintentional or intentional plagiarism, and for repeat offences of either type of plagiarism, the following consequences or a combination of consequences may be applied at the teacher's discretion:

- A chance to resubmit the corrected assignment for reduced credit
- A zero for the assignment
- Referral resulting in detention or suspension.

Vandalism

- Inappropriate conduct resulting in property damage.
- Malicious intent to deface or damage property.

Vandalism of school property will result in the student and/or his/her parent or guardian being responsible for the replacement of destroyed property either by their own labor or payment in full for all articles, parts, and labor included. In case of substantial damage, the student shall be subject to expulsion

from school and restitution. Any damage to the school that is not reported within twenty-four hours will be presumed to be vandalism.

Theft

Theft is the unlawful taking of property belonging to another person or the school, on school grounds, during an educational event or function off school grounds, or when traveling to or from school or such educational event or function, i.e. library books, etc.

Obscenities / Inappropriate Language

Obscenities/inappropriate language are deliberate remarks written or spoken, gestures made, or drawings which are offensive to the prevailing notions of decency. Parents of the offending students are to be notified of the problem by the administration. Students who use obscenities may be suspended or expelled from school.

Being in an Unauthorized Area

Students are not to be in areas of the school building or school grounds that have not been authorized by the administration. If a student is in doubt as to what areas are authorized, he or she should check with the office.

Leaving School Grounds Before or After School

Once a student arrives at school but before the end-of-the-day dismissal, they are not to leave without first getting permission from the principal or designee and signing out. A student violating this will be treated as Truant.

Student Dress Guidelines

Parents/guardians must ensure that students come to school properly groomed and dressed. Proper attire is defined as clothing that is clean, modest, which does not create a health or safety hazard, and which is not distracting or demeaning to other students in the classroom.

School attire should conform to the following guidelines that are not intended to be all-inclusive. The administration reserves the right to use its discretion in determining the type of clothing appropriate for the school setting.

Students are to abide by the following:

- All students must wear soled shoes at all times. Elementary students are not allowed to wear high heels.
- Any clothing exposing the torso, such as ripped shirts, tops that are torn or meant to expose bare midribs, bare backs, low necklines, as well as those that are strapless and see-through are not permitted. Pants, skirts, and shorts must completely cover undergarments.
- Shorts and skirts must be long enough to enable stair-climbing, sitting, and participating in any school activity without the possibility of undergarment exposure.

- Clothing with unacceptable writing or pictures will not be allowed. This includes anything advertising drugs, tobacco alcohol, vulgarities, nudity, sex, weapons, criminal activity, gang activity, or is contrary to the school's mission.
- No wearing of hats, or coats in the in the building without prior administrative permission. Hoodies are not to be worn on the head. No outerwear allowed in the classroom unless extenuating circumstances dictate.
- Students are not to wear objects that could be used as weapons such as chains etc.
- Clothing must be in good repair

In addition, backpacks and book bags will not be allowed into classrooms (Grades 3-12). These items will have to be stored in the student's lockers during the school day.

Personal Relationships

Any overt show of affection is out of place in the school--it is not appropriate. Violation will lead to appropriate disciplinary action.

Driving Regulations

Driving motorized vehicles to school will be permitted providing:

- The student must follow all school regulations when operating a motor vehicle on school property.
- The student's vehicle is registered with the office, has a valid parking permit and only parks in student parking areas.
- Once parked on school property, the vehicle is not to be entered until the student is ready to leave school grounds for the day.
- Student obeys all of the posted speed limits while on school grounds.
- The only acceptable mode of student transportation on school property during school hours are cars and pickup trucks.
- The middle school parking lot entrance/exit is not to be used by students between the hours of 7:00 AM and 3:30 PM.
- Students agree to unlock and permit the search of the registered vehicle and any container in the vehicle when requested by a school administrator.
- Students failing to maintain a 2.0 grade point average per semester or those who violate the excessive absence, tardy, or truancy policy or have excessive behavior problems will lose their parking privileges.
- Students agree that the school corporation is not liable for theft of the vehicle, theft of its contents, or any damage to the vehicle caused by vandals.

Driver's License/Learner's Permit & Attendance - High School

Criteria for Invalidating a Driver's License or Learner's Permit: Indiana Code 20-8.1-3-17-2 provides that a driver's license or learner's permit may not be issued to any individual less than eighteen (18) years of age who meets any of the following conditions:

- Is a habitual truant under IC 20-33-8-12;
- Is under at least a second suspension out of school from school for the school year under IC 20-33-8-15;
- Is under an expulsion from school due to misconduct under ID 20-8.1-5-1-9 or IC 20-33-8-3.

- Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under IC 20-8.1-3.24 (a) before graduating.

Procedures for Enforcement

The following procedures will be utilized to invalidate a student's driver's license or learner's permit. A letter will be sent to the parent/guardian of any student on their first truancy or suspension to inform them of the laws governing the invalidation of a driver's license based on truancy, suspension, expulsion or dropping out of school. The principal or his designee shall designate any student as an habitual truant if the student's attendance record indicates a violation.

When a student meets the criteria for having their driver's license invalidated, the principal or his designee will provide the opportunity for a meeting, during which the student will be entitled to a written or oral statement regarding the matter and an opportunity to explain the student's conduct and a summary of the evidence regarding the matter if the student denies the allegation. The principal or his designee, if in their judgment a violation of Indiana Code 20-8.1-17.2 has occurred, shall then notify the State Bureau of Motor Vehicles of the invalidation.

The principal shall invalidate the student's driver's license or permit until the earliest of the following events:

- The person becomes eighteen years of age.
- One hundred twenty (120) days after the person is suspended for the second or more suspension.
- One hundred eighty (180) days after the person is expelled.
- The suspension or expulsion is reversed after the person has had a hearing under IC 20-33-8
- The student has re-enrolled in school and is in good standing (grades/attendance/behavior).

Procedure for review of Driver's License Invalidation

For a student whose driver's license has been invalidated due to the designation of habitual truancy, the principal or his designee shall review (and document such review) the student's attendance record; no less than one time each school year, to determine if the prohibition against receipt of an operator's license or learner's permit shall continue. The principal or his designee shall be guided by the following factors.

At least 60 days must have elapsed in order to have a significant sampling upon which to make a determination of improved attendance. The number of absences since the initial determination or designation and the reasons for each shall be reviewed. One absence that meets the criteria for being designated truant shall cause the principal or his designee to recommend that the aforementioned prohibition shall continue. Upon review the principal determines that a student who was previously designated an habitual truant has improved their attendance sufficiently, then the principal will notify the State Bureau of Motor Vehicles using the Re-validation form.

The following consequence listing is to serve as a guide. Depending on circumstances, consequences may be modified.

Offense	1st	2nd	3rd
THEFT	Two to Four days suspension and/or expulsion and restitution made	Five days suspension, restitution made, and the student may face expulsion	Suspension pending expulsion
OBSCENITIES / INAPPROPRIATE LANGUAGE	Friday School	2 Friday Schools	Four day suspension and/or expulsion
POSSESSION OF TOBACCO, LIGHTERS, E-CIGARETTES, OR MATCHES	Two day suspension and/or expulsion	Four day suspension and/or expulsion	Ten day suspension pending expulsion
BEING IN AN UNAUTHORIZED AREA	Detention	Friday School	2 Friday Schools
HOMEWORK	Written Warning	Detention	Friday School and contact parent or guardian by phone or e-mail
CELL PHONE	Confiscation, Detention	Confiscation, Friday School	Confiscation, 2 Friday Schools
BUSES	Removed from bus for one to three days	Removed from bus for three to five days	Removed from bus for remainder of the school year
STUDENT DRESS GUIDELINES	Written Warning and change clothing	Detention and change clothing	Friday School, contact parent and change clothing
POSSESSION OF DRUGS, PARAPHERNALIA	Suspension pending expulsion		
TRUANCY / UNEXCUSED ABSENCE	Serve time missed in detention	Serve twice the time missed in detention	Suspended until parent conference
TARDIES	Verbal Notice	Verbal Notice	Detention *Fourth Tardy-Two detentions Fifth tardy + Friday School
FAILURE TO SERVE DETENTION	Friday School	Friday School	Friday School
FAILURE TO SERVE FRIDAY SCHOOL	Two day out of school suspension	Four day out of school suspension	Suspension pending expulsion
THREATENING / INTIMIDATING (IC 35-45-2-1)	Two to Four days suspension and/or expulsion	Four days suspension and/or expulsion.	Suspension pending expulsion
FIGHTING	Two to Four days suspension and/or expulsion.	Four day suspension and/or expulsion	Suspension pending expulsion
GANG ACTIVITY	Two to Four days suspension and/or expulsion and reported to the police	Suspension pending expulsion and reported to the police	
FORGERY OF NOTE	Two Friday Schools	Two days suspension and/or expulsion	Four day suspension and/or expulsion
VANDALISM	Two to Four days suspension and/or expulsion and restitution made	Five days suspension and/or expulsion and restitution made	Ten day suspension pending expulsion and restitution made.

Restraint and Seclusion

As a part of the emergency procedures in place at MSD of Boone Township and its schools, no student will be restrained and/or placed in seclusion (**see definition in board policy 5630.1**) by school staff unless the student's behavior poses an imminent risk of injury to himself/herself or others. However, significant violations of the law including assaults on students and staff may be reported to police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and/or seclusion.

Identification Cards — Hebron High School and Hebron Middle School

All Hebron High School and Hebron Middle School students will be provided with a student ID card upon enrolling in school. The student must have the ID card on his/her person while attending school or any school-related activities. This ID card is used for a variety of purposes, including dances, parking permits, media, and lunch. Lost or damaged ID cards must be replaced immediately at a cost to the student.

Wireless Communication Devices

Students will be permitted to use approved wireless or electronic devices in class for educational purposes at the discretion of school staff. Students are expected to be responsible for their own electronic devices and to adhere to the classroom management plan of the teacher. A teacher may confiscate the device, if necessary, to avoid disruption to the educational process. Uncooperative or disrespectful students may be referred to the administration. The device should remain on the student's person while not in use or secured in the student's locker. Students and parents must also recognize that there is an element of risk when bringing personal property to school. By bringing one's own device onto school property, students and parents/guardians understand that MSD of Boone Township will not accept responsibility for loss of, or damage to, student property or data by any MSD of Boone Township staff member, student, or guest intentionally or unintentionally. Students are required to use district-issued devices when provided. Technical support will not be provided for devices not issued by MSD of Boone Township. MSD of Boone Township will not be financially responsible for repairs or damages to any student-owned devices.

Sexting

Students possessing wireless or electronic communication devices that contain evidence of "sexual conduct" related to child exploitation [IC 35-42-4-4(b)], child pornography [IC 35-42-4-4(c)], and sexual conduct [IC 35-42-4-4(a)] will face legal consequences per the above-referenced Indiana Code. A person convicted of or adjudicated as a juvenile delinquent for violating the child exploitation statute is required to register as a sex offender per the Indiana Sex Offender Registration Statute [IC 11-8-8-7] and the Sex Offender Registry Offense Statute [IC 35-42-4-11].

Good Standing

A student in good standing has full rights with respect to participation in activities of the school, academic, co-curricular, and extracurricular, subject to any restrictions which apply to all students. A student is not in good standing during the period of time he/she is under in-school suspension, out-of-school suspension or expulsion. A student not in good standing may have limited participation in any school activity, contest, practice, ceremony, dance, or trip, whether academic, co-curricular, or extracurricular, except as may be allowed by the principal and/or expulsion examiner. Also included are students with delinquent fees without a payment plan.

DRUGS & ALCOHOL

Random Student Testing for Drugs, Alcohol, and Tobacco:

The MSD of Boone Township Board of School Trustees is strongly committed to providing a safe learning environment for all students and staff that is free from any intoxicating substances that may jeopardize the health and well-being of our students and staff.

The use of any intoxicating substance presents a threat to the safety, health and welfare of both our students and our employees. Because of the health risks associated with such abuse, the MSD of Boone Township Board of School Trustees has implemented a random student drug, alcohol, and tobacco testing program to serve as a deterrent to such abuse.

The intention of the random student drug testing program is to help deter students from using any intoxicating substance. This policy requires all students involved in any school sponsored extracurricular activities and those students with driving privileges who drive to/from school and park on school grounds to be eligible for random drug testing.

The categories of students in grades 9-12 that will be the focus of the random drug testing program include:

- All students who participate in extracurricular activities. Activities will include all school-sponsored athletic teams, music groups, academic competitions, clubs, and organizations. A full listing of extra-curricular activities could be found on page 31 of the student handbook. These students will be part of a pool of students that will be randomly selected (by an outside agency) for testing.
- All students who drive to/from school and park on school property.

The superintendent shall establish administrative guidelines necessary to implement this policy. A copy of these guidelines is available upon request.

If a student is randomly selected and tested, a letter to his/her parents/guardians will be provided to the student immediately following the testing explaining the procedure. In addition, if the student tests positive for any substance, parents will be immediately notified by phone and provided with the type of substance found in their child's system. If the child is on prescription medicine, parents will have the opportunity to provide a copy of the prescription that will be sent to the testing laboratory for comparison to the substance found in their child's system. If there is a correlation, the results of the drug testing will be negated. If there are no prescribed medications for comparison, a meeting will be scheduled with the parents/guardians to discuss the findings.

Breath Test Alcohol Screening

MSD of Boone Township maintains the right to screen students for alcohol consumption (breath test) who are attending school-sponsored functions such as school games, dances, prom, and other events outside of the school day. Such test must either be from a pre-established random selection process or all inclusive. Student selection cannot be targeted, singled out, or based upon past history. Students may, however, be tested if there is reasonable suspicion based upon information or observations thought to be accurate and reliable. Students found to be in question may be subject to both legal and school actions. In no case will a student thought to be under the influence of alcohol or any intoxicating substance be permitted to leave the function without either their parent/guardian or a police officer.

POSSESSION: Possessing (on person, in locker, or in vehicle) or providing to any person anything used or designed to be used primarily for the storage, processing, delivery, or consumption of alcohol, prescription drugs without a valid prescription, marijuana, stimulants, intoxicants of any kind, narcotics, depressants, hallucinogens, or substances represented to be illicit drugs or any legal or illegal product that produces an altered mental or physical state when used.

- **Possession** of or being under the influence of any narcotic drug, hallucinogenic drug, prescription drug without a valid prescription, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind or paraphernalia represented to be a drug or drug-related paraphernalia on school property at any time or at any school-sponsored function is expressly forbidden. Parents/guardians and law enforcement officials will be contacted immediately upon verification of the violation. The student will then be suspended from school and all extracurricular activities for a period of up to ten (10) days and may be recommended for expulsion from school and all extracurricular activities. The sale or distribution of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind or paraphernalia including, but not limited to, pipes, roach clips, and rolling papers on school property at any time or at any school-sponsored function, is expressly forbidden. Likewise, the sale or distribution of any substance which is represented to be a narcotic drug, hallucinogenic drug, stimulant, depressant, or intoxicant of any kind on school property at any time or at any school-sponsored function is expressly forbidden. Inhaling of glues, thinners, or similar substances is also considered an illegal act under this policy. Parents/guardians and law enforcement officials will be contacted immediately upon verification of the violation. The student may then be suspended from school and all extracurricular activities for a period of ten (10) days with the recommendation of expulsion from school and all extracurricular activities for two semesters.

STUDENT DUE PROCESS

I. STATEMENT OF SCHOOL CORPORATION PURPOSE AND PHILOSOPHY AND LEGISLATIVE PURPOSE

A. Purpose of Policy on Student Discipline

The mission of the school to assist students in the transition to responsible adulthood requires instilling in students those mature habits of behavior required by a demographic society. The board recognizes that the disruptive behavior of an individual student deprives other students of their right to a school conducive to learning and does not promote those habits. The board also understands that children and young adults cannot always be held accountable to the strict standards of behavior demanded of adults.

Just as education must seek innovative methods to meet the educational needs of individual students, so must discipline policies permit those with authority over student behavior to find creative methods to instill those habits and serve the discipline needs of students. It is with that understanding of all these concerns that the Board of School Trustees adults specific policies relating to student discipline.

In addition, school handbooks reflect the regulations for individual buildings and may contain additional rules for student behavior, so long as they do not violate either the letter of intent of this policy.

B. Legislative Purpose I.C. 20-33-8-8

1. Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of a school corporation and the students of the school corporation.
2. In the matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents and guardians to the students of the school corporation. Therefore, school corporation personnel have the right, subject to the chapter, to take any disciplinary action necessary to promote student conduct that conforms to an orderly, safe and effective educational system.
3. Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.

II. MSD of Boone Township Grant of Authority to Maintain Discipline:

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 I.C. 20-33-8, the Board of School Trustees authorizes administrators and staff members to take the following actions:

- A. 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.
- B. A staff member, with approval of the building principal or his/her designee, may remove a student from a school activity, function, event, or class that he/she supervises or is supervised by a teacher or another staff member.
- C. **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 ten (10) school days.
- D. **EXPULSION:** In accordance with the due process procedures 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 Subsection 3 listed under grounds for suspension and/or expulsion in this policy.

I.C. 20-33-8-3

- (a) As used in this chapter, "expulsion" means a disciplinary or other action whereby a student:
 1. is separated from school attendance for a period exceeding ten (10) school days;
 2. is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or
 3. is separated from school attendance for the period prescribed under section 16 of this chapter, which may include assignment to attend an alternative school, an alternative education program, or a homebound educational program.
- (b) The term does not include situations when a student is:
 1. disciplined under section 25 of this chapter;
 2. removed from school in accordance with I.C. 20-34-3-9; or
 3. removed from school for failure to comply with the immunization requirements of I.C. 20-34-4-5.

III. Rules for Student Conduct: Grounds for Suspension and/or Expulsion

A. The following are grounds for student suspension or expulsion, subject to the procedural requirements of I.C. 20-33-8-14 et. seq. and as stated by school corporation policy.

1. Student misconduct
2. Substantial disobedience
 - a. The grounds for suspension or expulsion listed apply when a student is:
 1. on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
 2. off school grounds at a school activity, function, or event; or
 3. traveling to or from school or a school activity, function, or event.

In addition to the grounds specified in section 14 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

1. the lawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
2. the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.(I.C. 20-33-8-15)

B. The following specific acts set forth below are prohibited and offenders will be subject to suspension and/or expulsion for such misconduct or substantial disobedience.

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, urging other students to engage in such conduct, or possessing any firearm, explosive, destructive device, or other weapon. The following enumeration is illustrative of the type of conduct prohibited by this subdivision.(I.C. 20-33-8-16)
2. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
3. 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.
4. Setting fire to or substantially damaging any school building or property.
5. Possessing, firing, displaying, or threatening use of firearms, explosives, destructive device, or other weapons on school premises for any unlawful purpose.
6. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
7. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision.

This subsection shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.

C. Trespassing, vandalizing school property, breaking and entering a school building or facility, attempting to set fire or setting fire or intentionally damaging any school property.

- D. Causing or attempting to cause substantial damage to school or private property; defacing or vandalizing school property; stealing or attempting to steal or convert school property or private property on school property, at a school event, or from a vehicle used to transport students.
- E. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. This includes fighting or causing injury to another student, strangulation and self-induced hypocapnia (choking games), pushing, shoving, horseplay, and purposefully slamming or running into other individuals. 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.
- F. Using force, attempting force, or the threat of force to take money or something of value from another person, engaging in blackmail, or using coercion to gain something of value or an advantage.
- G. Knowingly possessing, handling, using, transmitting or selling weapons, knife/knives, dangerous instruments, explosives, or any other object that can reasonably be considered a weapon. A student who must use a knife as part of an organized activity held by an organization that has been approved by the principal of the school is exempt from application of Section 6 so long as the knife is used as part of or in accordance with the approved organized activity.

Section 9 IC 35-47-6-2.5 (a) As used in this section, "knife" means an instrument that: 1) consists of a sharp edged or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon. (b) The term includes dagger, dirk, poniard, stiletto, switchblade knife, or gravity knife. (c) A person who recklessly, knowingly, or intentionally possess a knife on: (1) school property (as defined in IC 35-41-1-24.7); (2) a school bus (as defined in IC 20-27-2-8); or (3) a special purpose bus (as defined in IC 20-27-2-8); commits a Class B misdemeanor. However, the offense is a Class A misdemeanor if the person has a previous unrelated conviction under this section and a Class D felony if the offense results in bodily injury or serious bodily injury to another person. (d) This section does not apply to a person who possesses a knife if: (1) the knife is provided to the person by the school corporation or possession of the knife is authorized by the school corporation; and (2) the person used the knife for a purpose authorized by the school corporation; or (3) the knife is secured in a motor vehicle.

- H. Knowingly possessing, using, consuming, transmitting, selling or being under the influence of any narcotic drug, prescriptive drug for which the person in possession has no prescription, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind or possessing paraphernalia.
 - 1. Dealing in a substance represented to be a controlled substance which shall mean a person who knowingly and intentionally delivers any substance that he/she represents to be a controlled substance. No student may possess or use any substance which the student has reason to believe is, or which has been represented to him/her as, a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind. Students are prohibited from possessing, using, selling, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind be they available with or without a prescription. Knowingly abusing or consuming in excess of the recommended dosage of any patent or prescription drug with the purpose of creating an intoxicated, drugged, or irrational state or causing physical injury, either to one's self or to other persons. Knowingly transmitting or selling prescription or patent drugs which exceed recommended dosage. 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.

Proper use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.

- I. Repeatedly refusing to follow the directions of supervising school employees; engaging in acts of serious disrespect to school employees including teachers, administrators, non-certified staff members (secretaries, bus drivers, cafeteria personnel, custodians, aides, etc.), and adult volunteers.
- J. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.(school purpose, I.C. 20-33-8-2)(educational function, I.C. 20-33-8-4)
- K. Being willfully absent or truant from school in accordance with building policy.
- L. Engaging in conduct or in speech that threatens, intimidates or coerces a teacher, administrator, supervisory employee, or adult volunteer who is in the performance of his/her duties or at a school function.
 - 1. "Bullying" means overt, repeated acts or gestures, including: (1) verbal or written communication transmitted; (2) physical acts committed; or (3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. (I.C. 20-33-8-0.2)
 - 2. Engaging in the use of profane, obscene or defamatory language directed at a teacher, administrator, supervisory employee, or adult volunteer while such person is on duty or at a school event.
- M. Obscenity or sexual misconduct in any form whether by word or action is not permitted within the jurisdiction of the school corporation, inclusive of sexual harassment. Exposure of part of one's body or undergarments in a place where such exposure is likely to be an offense against the generally accepted standards of decency will not be tolerated
- N. Dress and Grooming: The School Corporation will not permit a student to wear any type of apparel or grooming style or condition which would materially interfere with the educational process, create an actual or potential health or safety hazard, or cause or threaten to cause damage to school property.
- O. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted. (I.C. 20-33-8-8, I.C. 20-33-8-9, I.C. 20-33-8-10, and I.C. 20-33-8-11)
- P. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.
- Q. Creating or distributing information including information distributed via e-mail or through a web site that results in or is likely to result in the disruption of an educational function, advocates a violation of law or a student conduct rule, is sexually explicit or obscene, is slanderous or defamatory, or invades the privacy of an identified or identifiable person.
- R. Refusing or failing to follow a directive from a school employee, including a directive to respond truthfully and completely when questioned about a school-related matter.
- S. Attempt to violate above rules. A student attempts to commit a school rule violation when he knowingly engages in conduct that constitutes a substantial step toward violation of a school rule listed above. A student may be suspended and/or expelled for attempting to violate a school rule listed above. It is no defense that, because of a misapprehension of the circumstances, it would have been impossible for the student to commit the rule violation attempted.

- T. Failing to report the actions or plans for action of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to a person or persons or damage property.
- U. No student on or about school property or at any school function or activity shall:
 - 1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, drawing, graffiti, or other item that may be viewed as evidence of membership or affiliation in any gang;
 - 2. Committing any act of omission, or using any speech, either verbal or nonverbal (gestures, handshakes, drawings, graffiti, other written communications, etc.), in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - a) Showing affiliation in a gang;
 - b) Soliciting others for membership in any gang;
 - c) Requesting any person to pay for protection or otherwise intimidating or threatening any person;
 - d) Committing any other illegal act or other violation of school corporation policies; and/or
 - e) Inciting other students to act with physical violence upon any other person.

IV. JURISDICTION:

- These grounds for suspension or expulsion listed in Section III apply when a student is:
- A. On school grounds immediately before, during or 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, event or during the lunch period. While students may not be under the direct supervision of school officials during these periods, each student shall observe the rules of conduct set forth above and shall be subject to the prescribed punishment for such violations.
 - D. In addition to the grounds specified in Section 8. a. or b. of this policy, a student may be suspended or expelled for engaging in unlawful activity on or off the school grounds if:
 - 1. The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
 - E. The student's removal is necessary to restore order or protect persons on school property, including an unlawful activity during weekends, holidays, other school breaks and the summer period when a student may not be attending classes or other school functions.
 - F. Good standing. A student in good standing has full rights to participation in activities of the school, both academic and extracurricular, subject to any restrictions which apply to all students. A student is not in good standing during the period of time they are under suspension or expulsion, regardless of whether they may be allowed to attend school. A student not in good standing may not participate in any school activity, whether academic, co-curricular, or extracurricular except as may be allowed by the procedures here-in- after described.
 - G. Detention is defined as the requirement that a student remain in school after the end of the regular school day, attend school on a day when regular classes are not in session, or arrive at school prior to the beginning of the regular school day, as a result of minor violation of school rules or regulations.
 - H. A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled. (I.C. 20-33-8-17)
 - I. As used in this section, "firearm" has the meaning set forth in I.C. 35 47-1-5. The following devices are considered a "firearm."

- 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 ¼ ounce, mine, or 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 has any barrel with a bore of more than ½ 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 be readily assembled.
- J. For purposes of this rule, a destructive device is:
- an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
 - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch or
 - a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
- K. Notwithstanding other limitations, on suspension and expulsion in this policy, a student who is:
- identified as bringing a firearm to school or on school property or:
 - in possession of a firearm on school property, must be expelled for a period of (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period. The superintendent may on a case by case basis, modify the period of expulsion under this policy.
- L. As used in this section, "deadly" weapon has the meaning set forth in I.C. 35-41-1-8. The term does not include firearm.
- The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.
- M. Notwithstanding other limitations on suspension and expulsion in this policy, a student who is:
- Identified as bringing a deadly weapon to school or on school property or,
 - In possession of a deadly weapon on school property; may be expelled for a period of not more than one (1) calendar year. A student with disabilities (as defined in I.C. 20-1-6.1-7) who possesses a firearm is subject to procedural safeguards of 20 U.S.C. 1415.

V. CONFISCATION OF KNIVES OR WEAPONS

- A. In order to prevent interference with carrying out an education function or school purpose, the Board authorizes an administrator within any school in the school corporation to confiscate any knife or weapon from a student who is found to knowingly possess, handle, or transmit the knife or weapon in violation of Rule 6 of this policy.
- B. Such knife or weapon confiscated may be retained by the administrator until such time as any danger or interference has passed. The knife or weapon may be returned through either the parent or any police agency.

The Board delegates to such principal the authority to establish procedure for return of such knife or weapon, with appeals from the procedure referred to the superintendent for final determination.

VI. PROCEDURAL DUE PROCESS RIGHTS

CHAIN OF COMMAND: All problems should be directed to the teacher. At times when the parent is not satisfied with the teacher's decision, the principal shall be contacted for a meeting. If the problem is still not resolved, the Superintendent shall become a part of the decision-making process. Should the Superintendent be unable to satisfy the parents' concerns, the School Board, if sought, shall make the final decision. The Board of Education shall meet with the concerned parent in of executive session or in open meeting at the Board's discretion.

A. SUSPENSION PROCEDURES (I.C. 20-33-8-18):

When a principal (or designee)(I.C. 20-33-8-1) 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 precedes suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following suspension, the parent or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the misconduct, and the action taken by the principal.

B. EXPULSION PROCEDURES (I.C. 20-33-8-19)

When a principal or (designee)(I.C. 20-33-8-1) recommends to the superintendent (or designee) (I.C. 20-33-8-6) 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 who did not expel the student and was not involved in the events giving rise to the expulsion.
2. The superintendent or the person designated by the superintendent may continue suspension of a student for more than ten (10) school day period of the principal's suspension and until the time of the expulsion decision if the superintendent or the designated person determines that the student's continued suspension will prevent or substantially reduce the risk of:
 - a. interference with an educational function or school purposes; or
 - b. a physical injury to the student, other students, school employees, or visitors to the school.

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

3. An expulsion will not take place until the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver rights administratively to contest the expulsion or to appeal it to the school board.

4. The request 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 date, time, place and purpose of the meeting.
5. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parents will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. **An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.**
6. If the expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents.
7. After a recommendation for expulsion has been made, a student or student's parent who fails to appear at an expulsion meeting after receipt of a request to appear forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, a request to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student or the student's parent. [I.C. 20-33-8-19(e)]

Any rights granted to a student or a student's parent by this chapter may be waived only by a written instrument signed by both the student and the student's parent. The waiver is valid if made voluntarily and with the knowledge of the procedures available under I.C. 20-33-8 and of the consequences of the waiver [I.C. 20-33-8-28]

8. Except in the case of possession of a weapon a student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. Whenever a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the governing body. The appropriate authorities may require that a student who is at least sixteen (16) years of age and who wishes to re-enroll after an expulsion or an exclusion attend an alternative program [I.C. 20-33-8-20]
9. An expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. The review shall be conducted by the superintendent or a person designated under I.C. 20-33-8 after notice of the review is limited to newly discovered evidence of changes in the student's circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for a second semester. An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. The review shall be conducted by the superintendent or person designated under I.C. 20-33-8-20(b) after notice of review has been given to the student and the student's parent. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for the upcoming school year. [I.C. 20-33-8-20(c)]

The student or parent 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 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 arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate. [I.C. 20-33-8-19]

Judicial review of a governing body's action under I.C. 20-33-8-31 by the circuit or superior court of the county in which a student who is the subject of the governing body's action resides is limited to the issue of whether the governing body acted without following the procedure required under (I.C. 20-33-8-21)

10. A principal may require that a student who:
 - a. is at least sixteen (16) years of age; and
 - b. wishes to re-enroll after an expulsion .

A principal may require a student to attend one(1) or more of the following:

- a. An alternative school or alternative educational program.
- b Evening classes
- c. Classes established for students who are at least sixteen (16) years of age. (I.C. 20-33-8-24)

C. Parental Involvement

When in the judgment of a school administrator who has the responsibility for student discipline or who has the duty of serving as a hearing examiner, it is necessary for the parents to attend a conference or a hearing, the following rules, per the authority granted in I.C. 20-33-8-26, shall apply:

1. The administrator shall notify the parents by certified or registered mail or personal service that they are directed to attend a school conference or hearing.
2. The parent shall be given at least twenty-four hours notice prior to such conference or hearing unless an emergency situation necessitates less than such notice.
3. The student who is the subject of such conference will also be given written notice of such conference or hearing and the direction of parental attendance.
4. The foregoing rules will not be construed to interfere with the powers of the superintendent or a person designated by him/her to issue subpoenas or to compel the attendance of witnesses.
5. Noncompliance of the responsible person(s) with the provisions of this policy shall be considered educational neglect and the child shall be considered a "child in need of services" in accordance with I.C. 31-6-4-3(a)(7), and the matter shall be referred to the Child Protective Service Division of Public Welfare. Such complaint process will be terminated in the event that the parents are willing to subsequently attend a rescheduled meeting unless the required meeting has been required to be held. The foregoing provisions shall not apply to expulsion meetings where non-attendance will constitute waiver.
6. In the event that a parent fails or refuses to attend a conference or meeting, notice will also be given to the Superintendent or his/her designee.
7. In those instances where it appears the custodial parents of a student are not fulfilling their legal obligation with regard to their children's school attendance, referral to the county prosecuting attorney for investigation of possible criminal charges against said parents may be made.

VI. DEFINITIONS

- A. "Principal" includes a principal's designee (I.C. 20-33-8-1)
- B. "Superintendent" includes a superintendent's designee (I.C. 20-33-8-6).
- C. "Member of the administrative staff" or comparable language means a school corporation employee who:

1. is certified under the statutes relating to the licensing of teachers; and 2. has supervisory authority.

D. "School purposes"(I.C. 20-33-8-4) refers to the purposes for which a school corporation operates, including the following:

- 1.To promote knowledge and learning generally.
- 2.To maintain an orderly and effective educational system.
3. To take any action under the authority granted to school corporations and their governing bodies by I.C. 20-26-5 or I.C. 20-18-2-5 or by any other statute (I.C. 20-33-8-4).

E. "Expulsion" (I.C. 20-33-8-3) means a disciplinary or other action whereby a student:

1. Is separated from school attendance for a period in excess of ten (10) school days. or;
2. Is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current years.
3. Is separated from school attendance under I.C. 20-33-8-3, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

Expulsion does not include situations where a student is:

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

F. "Suspension" (I.C. 20-33-8-7) means any disciplinary action that does not constitute an expulsion under Section 3 of this chapter, whereby a student is separated from school attendance for a period not more than ten (10) school days or with permission of the superintendent for an additional five (5) school day period.

Suspension does not include situations where a student is:

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

G. As used in this chapter, "school property" (I.C. 20-33-8-5) means the following:

1. A building or other structure owned or rented by a school corporation.
2. The grounds adjacent to and owned or rented in common with a building or other structure owned or rented by a school corporation.

Smoking/Tobacco Policy:

The use or possession of tobacco products or snuff by anyone on school grounds is prohibited at all times [IC 35-46-1-10.5]. (Smoking, chewing, or possession of cigarettes, e-cigarettes, vapor pipe, or paraphernalia (e.g., lighters, matches, etc.), or possession of tobacco products are prohibited.)

Alternative to Suspension/Expulsion:

In applying disciplinary policies and procedures, MSD of Boone Township administrators shall subscribe to the tenets outlined in IC 20-33-8-25.

Work Permit Policy - High School

Any student up to 17 years of age who is employed must secure an employment certificate (Work Permit). These certificates are available in the High School Office. In order to obtain one, you must show evidence of your legal date of birth and be accompanied by a parent.

An "Intent to Employ" card may be picked up from the high school guidance office and must be filled out before applying for the work permit.

The student must maintain his/her grades and good attendance to keep his/her work permit. If the student fails two classes or exceeds the attendance limit his/her work permit will be revoked.

ATTENDANCE RELATING TO EMPLOYMENT CERTIFICATES - High School

Students who are under age must have a valid work certificate to be employed. The office that issues employment certificates may refuse to issue a student's work certificate if the student's grades or attendance are not in good standings. A student who has obtained an employment certificate and then violates the attendance policy or receives two (2) or more failing grades may have their employment certificate revoked.

MOTOR VEHICLE LAW AND STUDENT DISCIPLINE

IC 9-24-2-1

An operator's license or a learner's permit may not be issued to a person less than eighteen (18) years of age who:

1. Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15;
2. Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16;
3. Is an habitual truant under IC 20-33-2-11; or
4. Is considered a dropout under IC 20-33-2-28.5.

IC 9-24-2-4

If a person is less than eighteen (18) years of age and is under a suspension or expulsion, as described in this chapter, the department shall upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following events:

1. The person becomes eighteen (18) years of age;
2. One hundred twenty (120) days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer; or
3. The suspension or expulsion is reversed after the person has had a meeting under IC 20-33-8.

LOCKER POLICY

All lockers made available for student use on the school premises are the property of the school corporation. Lockers are made available for student use in storing school supplies and personal items necessary for use at school. Lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with an educational function or school purpose or which are forbidden by state law or school rules.

The student's use of the locker does not affect the school corporation's continued ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used for its intended purpose, to eliminate fire or other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen material, and to prevent the use of the locker to store prohibited or dangerous materials.

Locks:

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

Use of Lockers

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

Inspection of All Lockers (IC 20-33-8-10):

Lockers/Storage Areas: All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.

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.

Personal Searches

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized contraband items. The following items may be considered prior to conducting the search:

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

Motor Vehicle Searches:

Motor vehicles which are driven by students and parked on or near school property during regular school hours or during school activities are subject to being searched when school officials have reasonable suspicion that the vehicle contains illegal, unauthorized, or contraband items.

Involvement of Law Enforcement Officials:

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

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

Locker Cleaning:

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

Locker Repair:

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

Disposal of Confiscated Contraband:

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

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

STUDENT ACTIVITIES

Student Activity Conflict of Schedule Policy:

MSD of Boone Township students are encouraged to participate in a wide range of school-sponsored activities, and, consequently, scheduling conflicts may occur. By providing clearly defined guidelines, staff members, students, and parents/guardians will be able to communicate with each other in an atmosphere of fairness and consistency. Prior to the fall, winter, and spring sports seasons, in advance of conflicting situations, and before discussing possible conflicts with student participants, involved staff members will meet with the athletic director and the principal to determine if there will be conflicts and how they can be resolved. (The principal will call this meeting.)

The following basic guidelines will be used in determining appropriate resolutions to conflicting performance schedules.

1. Scheduled state athletic association tournaments and state association division of student activities contests, including travel time, shall be the first priority. If a conflict exists between two of these activities, the student shall make the choice without penalty.
2. Regularly scheduled games and major performances beyond Item 1 above shall be the second priority. A previously scheduled event on the school calendar will take precedence over a calendar addition or a rescheduled event. If a conflict exists between two of these activities, the student shall make the choice without penalty.
3. The importance of the student's participation in the success of the total group's performance is the third priority. This section will be enacted only if the provisions of Items 1 and 2 above cannot be met. The principal will work with appropriate staff members to receive input prior to making his/her decision.
4. After the fall, winter, and spring conflict meetings, there will be a joint meeting with students to inform them of the conflict(s) and to permit each student to choose the activity in which he/she will participate. Following the meeting and within seven days thereof, each student will notify the involved staff members and principal of his/her decision in writing.

No penalty will be assessed to the student participant if he/she properly communicates the decision to all parties. Any student penalty to be assessed must be done with the approval of the principal. All decisions will be adhered to; however, if unusual circumstances do occur at a later date, the student may request a change by filing his/her request in writing with the principal not later than five calendar days prior to the event.

TRANSPORTATION

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

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

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

Bus Rules

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

1. Each student shall be seated immediately upon entering the bus, and in some cases, in a seat assigned by the driver.
2. No student shall stand or move from place to place during the trip.
3. Loud or profane language or indecent behavior shall not be tolerated.
4. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner.
5. Students are responsible for the area in which they sit. Any damage inflicted to the bus will be paid for by the student(s)/parents.
6. No students shall enter the bus or leave their seat until the bus has come to a full stop, and the door has been opened by the driver.
7. Students must sit facing forward. Students may not block the aisles or stairwells; these areas are to remain clear in case of emergency.
8. All students who are required to cross a highway before boarding or while leaving a school bus shall move at least ten (10) feet in front of the bus before crossing the highway.
9. Students should be waiting at their designated boarding stations when the school bus arrives. Generally, buses will run very close to the same time each day. Bus drivers need to be reasonable about waiting at a bus stop but need not wait an extended length of time.
10. Students causing problems on the bus may face suspension from riding to and from school on the bus. This may also include suspension from school.
11. No eating or drinking is allowed on the bus.
12. No smoking or use of any tobacco products.
13. No medication, except authorized inhalers and Epi-pens, will be allowed to be transported to or from school by students riding on MSD of Boone Township bus.
14. No animals may be transported to or from school by bus.
15. Large items, projects, dangling key chains, or items that could be harmful to others or damage property are not allowed on the bus.
16. Water balloons, eggs, shaving cream, squirt guns, skates, skateboards, roller blades, laser pointers, or any objects deemed inappropriate will not be allowed on the bus. Any such item brought on the bus will be confiscated.

Videotapes on School Buses:

The Board of School Trustees has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the school administrator and may be used as evidence of the misbehavior.

Any student caught tampering with a video camera on the school bus may be suspended from riding the school bus for up to the remainder of the school year.

Violations of Bus Safety Regulations

Should a student fail to comply with any of the regulations, the following actions will take place:

- Give a student a verbal warning for minor infractions.
- If a student continues to violate rules, the driver will file a report with the principal.
- The principal will review the incident and send a report to all parties.
- The principal, in consultation with the transportation director, will determine punishment not to exclude removing the student from the bus for 1 day, 3 days, 5 days, or the remainder of the semester.

STUDENT DIRECTORY INFORMATION DENIAL

PARENTAL RIGHTS REGARDING STUDENT DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) gives parents/guardians certain rights with respect to their children's education records, including directory information. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational agency or institution attended.

Unless the parent/guardian notifies the MSD of Boone Township otherwise by August 31, consent is implied for the MSD of Boone Township to release directory information.

Implied consent includes the release of student directory information or for non-directory information such as student work, for use in the following ways.

On the MSD of Boone Township web site:

The web site will use a student's first name and/or first name and last initial only. Personal information such as home address, telephone number, or names of family members will not be used. Any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities will not be used.

Schoolwork may include, but is not limited to, art, written papers, class projects, and computer projects.

In material printed by the school or the MSD of Boone Township or printed by publishers outside the MSD of Boone Township:

Printed material may include a child's full name.

Printed material may include, but is not limited to, school directories, yearbooks, programs, brochures, newspaper articles, and print advertisements.

In videos produced and broadcast by the MSD of Boone Township or produced and broadcast by news organizations and others who receive approval from the MSD of Boone Township.

Contact your child's school office if you wish to deny permission for directory information on your child to be published by the MSD of Boone Township or to be released to any other publisher outside the MSD of Boone Township for the school year. **Please realize this will exclude your student from all news articles, news photos, school or corporation newsletters, videos (e.g., holiday programs), yearbook, and/or memory book.**

August 2018

To the Parents/Guardians of students
attending MSD of Boone Township

Re: Notice of Pesticide/Herbicide/Fertilizer use

Dear Parent/Guardian:

As required by state law, we are writing about three subjects that can affect your child's health in school: **pests** (insects such as wasps, bees and ants; rodents such as rats and mice, etc.), **pesticides** and **herbicides** and your right to know.

Pest/weed Control

Because some pesticides/herbicides can pose health risks, MSD of Boone Township follows a strict Integrated Pest Management (IPM) program that adheres to federal and state guidelines. Control of insects, rodents and weeds at our schools focus on making the school building and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food, water sources and hiding places for pests. We will also routinely monitor the school area to detect pest problems and prevent pests from becoming established. Some techniques we will use include non-toxic pest monitoring, sanitation, pest exclusion, proper food storage, and as a last resort pest removal. This holistic approach is called Integrated Pest Management (IPM).

Accordingly, our maintenance staff are State Certified Pest Applicators who have been properly trained to administer chemicals and manage our pest control throughout the district.

Pesticide Use

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available and do so **when students or staff are not around**. If higher risk pesticides must be used, notices will be posted at application sites and parents, guardians and staff have a right to know.

Herbicide/fertilize Use

Herbicides and fertilizers are necessary to maintain certain high school and middle school athletic fields and control weeds at each building. When chemicals are used, the district will use the lowest risk products available and do so **when students or staff are not around**. If higher risk products must be used, notices will be posted at application sites and parents, guardians and staff have a right to know.

Your Right to Know

Parents/Legal guardians and school staff who register using the form below will be notified 48 hours in advance of specific pesticide/herbicide/fertilizer applications made at the school or on school grounds. **To receive advanced notification**, you must be placed on the **notification registry each year**. To be placed on the notification Registry, you **MUST** complete and return the attached Notification Form

(SEE BELOW). Notification will be given at least two days (48 Hours) before planned pesticide/herbicide/fertilizer applications. Pesticide application notices will also be posted in the school and on the school grounds. **Notification need not be given for pesticide applications recognized by law that pose little or no known risk of exposure to children or staff.**

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records or the Integrated Pest Management Policy during normal school business hours by contacting the superintendent's office (219) 996-4771.

For additional information, feel free to contact me at any time at (219) 996-4771.

Sincerely,

A handwritten signature in cursive script, appearing to read "Nathan Kleefisch".

Nathan Kleefisch, Ed.D
Superintendent

Notification for Pesticide/Herbicide/Fertilizer Use

**MSD of Boone Township
(Revised: August 2018)**

I would like to be notified before any specific pesticide/herbicide/fertilizer applications are made at this school (see below). I understand that I will be notified after the initial application, if the situation requires an additional application of these products. I also understand that there will be no notification for any EPA-exempt pesticides, herbicides, or fertilizers or bait and gel products.

Name of School: _____

Name of Parent/Guardian: _____

Name of Student(s): _____

| _____

Date: _____

Notification message will be sent via MSD of Boone Township’s SchoolMessenger notification system. Please provide the following information:

Home/Cell Telephone
Number(s): _____

Email Address: _____

Please return this completed form to your child’s school.

EMERGENCY CLOSING INFORMATION

Parents will receive a telephone call and email from SchoolMessenger in the event of an emergency delay or school closing. In addition, school closing information will be available on the MSD of Boone Township web page, through www.cancellations.com, or on the following radio stations:

WLJE 105.5 FM	WJOB 1230 AM
WZVN 107.1 FM	WAKE 1500 AM

***Please do not call the schools or
the superintendent's office.***

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

Student's Name _____ Grade _____

Homeroom Teacher's Name _____

PARENTS RIGHT TO KNOW

Dear Parents and Guardians:

In accordance with the Elementary and Secondary Education Act (ESEA), Section 1111(h)(6), *PARENTS RIGHT TO KNOW*, this is a notification from MSD of Boone Township to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. Since Hebron Elementary School receives money from the Federal government to fund a Title I program, every family with students attending the school is receiving this notification. The information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teachers baccalaureate degree, major, graduate certification, and field of discipline;
and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If at any time your student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

If you have any questions or concerns, please feel free to contact the school principal, Mr. Martin, at 996-4771.

Sincerely,

Dr. Nathan Kleefisch, Superintendent
MSD of Boone Township

Reunification Information Card (2018-2019)

Parent/Guardian Release Authorization

Custodial Mother's Name: _____

Address: _____

Telephone (Home): _____

Telephone (Cell): _____

Telephone (Work): _____

Custodial Father's Name: _____

Address: _____

Telephone (Home): _____

Telephone (Cell): _____

Telephone (Work): _____

The above listed individuals are the only authorized people to pick up my children listed below.

YES NO (See authorized Designated Persons Below)

Students of MSD of Boone Township:

Name: _____ Grade: _____ Gender: M ___ F ___

Name: _____ Grade: _____ Gender: M ___ F ___

Name: _____ Grade: _____ Gender: M ___ F ___

Name: _____ Grade: _____ Gender: M ___ F ___

Designated Persons who are authorized to pick up my children in an emergency

Name: _____ Address: _____

Telephone# _____ Relationship: _____

Name: _____ Address: _____

Telephone# _____ Relationship: _____

Custodial Mother's Signature: _____ Date: _____

Custodial Father's Signature: _____ Date: _____