MSD of Lawrence Township

Middle School
Student Handbook

2025-2026

Indianapolis, Indiana

MSD of Lawrence Township
Middle School
Student Handbook

Belzer Middle School
7555 E. 56th St.
Indianapolis, IN 46226
317-964-6200

Fall Creek Valley Middle School
9701 E. 63rd St.
Indianapolis, IN 46236
317-964-6600

2025 -2026

Student handbooks are fluid documents. As policies and practices evolve, revisions will be made as appropriate.

VISION

It is the vision of the MSD of Lawrence Township to provide a safe and secure learning environment in which early adolescent children can grow and flourish intellectually, socially, and physically.

Through partnerships with parents, community members, elementary schools, and high schools, we will provide educational experiences to meet the unique developmental needs of middle level students and to facilitate their growth from elementary school, through middle school, and on to high school.

We will strive to translate what we know and believe about middle school education into our daily practice, creating learners who think clearly and logically, who make rational decisions, who communicate effectively, and who possess the desire and ability to constantly seek new knowledge and understanding of their world and of themselves.

ENVIRONMENT

The MSD of Lawrence Township will create an environment of high expectations for academic performance and social development of all students. This will be achieved by a visionary staff through innovative and creative approaches to instruction, proven teaching strategies, use of time, and assessments. Reading, writing and problem solving skills will be the primary focus for improvement. Physical, social, and emotional well-being will be promoted as well. Citizenship, character education, and community service will be the foundation of each student's social development.

The MSD of Lawrence Township will create this environment through partnership and collaboration among students and parents, staff and community. Each member of this partnership is expected to work together with a clear focus on helping our students achieve excellence in both academic and social performance.

In keeping with our partnership and student focus, School Administration reserves the right to administer disciplinary consequences to those students who may become repeat or habitual violators to the behavioral expectations, rules and regulations of MSDLT. Parents are asked to join with the school to help their student(s) learn from any behavioral mistakes made so that continued behavior at school is in keeping with MSD of Lawrence Township's high expectations of academic performance and social interaction.

CONTACTS

Below is a list of important persons in the MSD of Lawrence Township family. Please feel free to call any of these people if you have questions concerning our school or your child at 317-964-6200 (Belzer) 317-964-6600 (Fall Creek Valley).

FALL CREEK VALLEY

Corey McGarrell – Principal
Roosevelt Washington – Assistant Principal (A-G)
Cherisse Anderson – Assistant Principal (H-O)
Elliot Boarden – Assistant Principal (P-Z)
Robyn Lewis – Athletic Director
Leslie Mamon – Dept. of Exceptional Learners Chair
Carmisha Leary – Communities in Schools Liaison
Anna Johnson – Administrative Assistant to Principal
Nicole Simonsen – Student Services Administrative Asst.
Michael James – Guidance Counselor (A-G)
Brittany Denny – Guidance Counselor (H-O)
Yamilet Delgado Siyam – Guidance Counselor (P-Z)
Linsey Miller – Registrar
Litzi Endesca – Receptionist
Byron Davis - Attendance
Heather Hutson/Lanita McClarin-Titus – Nurse
Mickie Jones – Treasurer
Eady Hisle – Cafeteria and Food Services

BELZER

Victor Bush - Principal
Kirshawndra Goode - Assistant Principal (A-G)
Lukas Muller - Assistant Principal (H-P)
Patrick Kennedy – Assistant Principal (Q-Z)
Ramon Batts - Athletic Director
Nicole Meyers – Dept. of Exceptional Learners Chair
Antonio Jefferson – Communities in Schools Liaison
Ebony Wilson - Administrative Assistant to Principal
McKinsey Glover - Student Services Administrative Assistant
Darin Landers - Guidance Counselor (A-G)
Josh Recker - Guidance Counselor (H-P)
Yessenia Perez – Guidance Counselor (Q-Z)
Letita Badgett – Registrar
Cheryl Liggins - Receptionist
Abigail Ximeyo - Attendance
Tracy Dastour/Abby Thompson - Nurse
Alexandria Hayes - Treasurer
Carla Melick - Cafeteria and Food Services

TABLE OF CONTENTS

SCHOOL SAFETY 4

ENROLLMENT 5

ATTENDANCE 7

SCHOOL HEALTH 9

STUDENT SERVICES INFORMATION 11

TRANSPORTATION 13

BEHAVIOR EXPECTATIONS 14

STUDENT DISCIPLINE 19

STUDENT WITHDRAWL 31

SCHOOL SAFETY

Safe Schools

The Metropolitan School District of Lawrence Township believes that the safety and security of students and staff is a major priority. Safe schools require a collaborative effort of the Board, administrators, teachers, students, parents and the community. A variety of prevention and intervention strategies, programs and activities must be in place to work to ensure students' and staff welfare.

Physical aggression, hostile behavior, intimidating acts of harassment, extortion, violent behavior or possession of weapons will not be tolerated. Anyone who demonstrates such behavior will be held accountable for his/her actions in accordance with the student handbooks, board policies, and civil and criminal law.

We believe that:

1. The school district should provide the resources necessary to maintain safe schools.
2. Each school's safety and security plan, with stipulated procedures to be followed, will enhance the feeling of well-being at each school site.
3. Various safety and security measures should be implemented, including intervention and police security, as necessary.
4. Administrators, teachers and support staff are the individuals responsible for appropriately supervising, monitoring and assisting students.
5. Parents' presence in schools, as visitors or volunteers, on a regular basis enhances school security.

The Superintendent shall establish procedures to be followed regarding implementation of school safety and security measures.

(Board Policy 8400)

The Board of School Trustees is committed to maintaining a safe environment in all of the Corporation's schools. To that end, in accordance with State and Federal law, the Corporation shall establish a Safe School Committee for the entire Corporation, the composition of which shall be in accordance with the Superintendent's guidelines.

Each Safe School Committee shall include at least one (1) member who is a member of the school or Corporation career and technical education school.

The Safe School Committee shall be responsible for developing a plan that addresses the following issues:

A. Unsafe conditions, crime prevention, school violence, bullying, and other issues that prevent the maintenance of safe schools.
B. Professional development needs for faculty and staff to implement methods that decrease problems identified above.
C. Methods to encourage involvement by the community and students, development of relationships between students and school faculty and staff, and use of problem solving teams.
D. Provide a copy of the floor plans for each building that clearly indicates each exit, the interior rooms and hallways, and the location of any hazardous materials located in the building to the local law enforcement agency and the fire departments that have jurisdiction over the school. The Corporation shall not disclose any record or part of any record if the disclosure of which would have a reasonable likelihood of threatening public safety by compromising the Corporation's security.

SCHOOL VISITORS (Board Policy 9150)

The board encourages our families and the community to be involved in and support the educational program of our schools. The board seeks to find a balance between providing a safe and secure learning environment for our students and staff and providing a welcoming environment to our visitors.

Opportunities to Visit Our Schools

To encourage involvement, the following opportunities are provided to visit the schools:

A. Visitors are welcome to observe and learn about the educational program at each school subject to reasonable rules.
B. Visitors are invited to attend school events that are open to the public such as athletic events, musical programs, and dramatic productions.
C. Visitors are welcome to participate in beneficial volunteer activities.
D. Visitors may engage in other activities, subject to reasonable rules, that would be beneficial to one or more students or the educational environment.

When an individual disrupts the educational environment, acts in a disorderly manner, damages school property, or violates board policy, procedures or the law, the principal or designee has authority to:

A. Order the individual to leave school property;
B. Notify law enforcement; or
C. Take any other action deemed appropriate under the circumstances.

Failure to comply with a request to leave school grounds may result in the filing of trespass charges or other charges as appropriate against the offending individual.

The Superintendent, upon recommendation from the principal, may deny an individual permission to come onto school grounds or enter a school facility for up to one school year if the individual disrupts the educational environment.

ENROLLMENT

DETERMINATION OF LEGAL SETTLEMENT AND ELIGIBILITY FOR ENROLLMENT OF STUDENTS WITHOUT LEGAL SETTLEMENT IN THE CORPORATION (Board Policy 5111)

The Board establishes the following policy for determining student eligibility to attend the schools of this Corporation.

A. The Board will educate, tuition free, students who have legal settlement in the Corporation, and students enrolled according to the requirements of I.C. 20-26-11.
B. Where the legal settlement of a student cannot reasonably be determined by reference to the residence of the student's parent or legal guardian and the student is being supported by and living with a person whose residence is within the Corporation, the student may be enrolled without payment of tuition.
C. A child who is placed in foster care by a court of competent jurisdiction shall be admitted tuition free, without regard to residency, to a school within the Corporation, as selected by the State Department of Human Services or the child placing agency responsible for placement of that child.
D. Foreign students participating in a foreign-exchange program approved by the Indiana State Board of Education and living with a resident host family will be admitted tuition free.
E. The Corporation will provide a free education to those students who are considered by Federal law to be illegal aliens, if the student's parent or legal guardian has legal settlement within the Corporation, or considered to be homeless by criteria established by the State (see Policy 5111.01 and AG 5111.01 - Homeless Students).
F. Students who have completed the eleventh grade and have changed legal settlement to another school corporation may complete the twelfth grade in this Corporation.
G. A married student living with a spouse or a married or unmarried emancipated minor is eligible to attend school without payment of tuition if the student resides in the Corporation.
H. Children of Divorced Parents:
    a. Children of divorced parents may attend school in this Corporation without the payment of tuition if one (1) parent resides in this Corporation and an election is made utilizing the "Custodial Statement and Agreement: Divorce, Separation, or Abandonment" form provided by the Indiana State Board of Education.
    b. The parent with physical custody of the student or the student, if the student is at least eighteen (18) years of age, must notify the Superintendent of the school corporation in which the parents/student seek to have the student enrolled of their election to enroll the student in the Corporation. The election shall be made on a yearly basis and applies throughout the school year unless the student's parent no longer resides within the attendance area of the Corporation.
I. A student who has been expelled from another school corporation or who is expelled from a nonpublic school or withdraws from a public or a nonpublic school to avoid expulsion will not be enrolled in the Corporation.
J. Students whose parents do not have legal settlement within the Corporation but who present evidence that they will move into the Corporation within a short period of time may enroll in the schools of this Corporation as tuition students for the time not in residence.

Items Required for Enrollment:

- Proof of Residency (See Below)
- Original Birth Certificate
- Current Immunization Record

If Your Child is a student with a disability:

- IEP or 504

Procedures for Proof of Residency

Before any student is enrolled in a Lawrence Township School, the student's parent or legal guardian must prove legal residence within the attendance boundaries. Families whose primary residence is outside the Lawrence Township School attendance boundaries are not

eligible to attend MSD Lawrence Township unless the online "Out of District Application" has been approved. (Legal guardianship requires documentation from a court or social service agency unless approved by the Director of Student Services.)

Effective December 2011, all enrollees must submit one document from each column

EACH OF THE TWO ITEMS MUST SHOW YOUR CURRENT LAWRENCE TOWNSHIP ADDRESS.

Column A

- Copy of Deed or record of recent mortgage payment
- Copy of Current Lease
- Copy of Title work, approved loan application, or closing papers (no purchase agreements will be accepted)
- Property Tax Bill (most recent)
- Completion of Lawrence Township Residency Affidavit

Column B

- Current utility bill
- Utility connect notice
- Cell phone bill
- Automobile bill
- Physician's bill
- Insurance Bill
- Valid IN driver's license or State id
- Current vehicle registration
- Current payroll stub or letter from employer*
- Current bank or Credit card statement
- Letter from local government agency

*Must be on letterhead with contact name and phone number

Note: Mail addressed to a post office box will not be accepted.

You must submit original documents. Copies will not be accepted. (Original documents will be returned to you.)

THESE RESIDENCY PROCEDURES DO NOT APPLY TO HOMELESS FAMILIES AND THEIR CHILDREN. (MCKINNEY-VENTO ACT)

The term "homeless children and youth" means an individual who:

- Lacks a fixed, regular and adequate nighttime residence and includes children and youth who are sharing the housing of another person due to loss of housing or economic hardship.
- Lives in a motel, hotel, car, or camping grounds due to the lack of alternate accommodations.
- Lives in emergency or transitional shelter.
- Is abandoned in a hospital.
- Is living without a parent or guardian

ACCORDING TO INDIANA LAW, SCHOOL DISTRICT PERSONNEL MAY CHOOSE TO CONDUCT A RESIDENCY VISIT AT ANY TIME

ATTENDANCE

(Board Policy 5200)

The Indiana Compulsory School Attendance Law requires students to attend school daily. Without regular attendance at school, students cannot take full advantage of the learning opportunities necessary for their full development as individuals and citizens. The student and his/her family or legal guardians have the primary responsibility for ensuring attendance at school.

The Lawrence Township Board is responsible for providing a rich and diverse learning experience which will provide motivation for student's daily school each day. The Board also believes those students who do not attend school risk failing academically and those who arrive late to school and/or to class interrupt instruction for themselves and others. Finally, the Board is committed to the proposition that it is essential for students, parents and /or legal guardians to understand there are consequences for students who are habitually tardy and/or absent without excuse from school.

The following MSDLT Attendance Policy is intended to outline, for students, parents and educators the Board's expectations, the students', parents', and school personnel's responsibilities and the consequences for violating the district's attendance policy. The Superintendent or his/her designee shall ensure procedures are developed for each of the Kindergarten, elementary, middle and high school levels. Each school can develop attendance monitoring procedures, parent notification, and determine consequences for tardies, truancy and unexcused absences, as long as the procedures and consequences complement the policy.

Truancy:

Under I.C. 20-33-2-11, a child who is designated a habitual truant is defined as "a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year."

Excused Absences:

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These could include:

- Illness verified by note from parent/guardian
- Illness verified by note from Physician
- Family funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)
- Exhibiting at the Indiana State Fair or member of household exhibiting at the same
- Such other good cause as may be acceptable to the Superintendent or permitted by law

Exempt Absences

Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by State statute are:

A. Service as a page or honoree of the general assembly (I.C. 20-33-2-14)
B. Service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
C. Subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
D. Service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
E. Participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)
F. Exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household (I.C. 20-33-2-17.7 The student must be in good academic standing as determined by the Corporation. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days.
G. Participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the School Corporation, facilitates the attainment of specific educational objectives, is part of the goals and

objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)

Consequences for Unexcused Absences:

- Required by law: As a parent/guardian, it is your legal duty to ensure that your child attends school. If you fail to ensure your child's school attendance, you may be prosecuted for the crime of Failing to Ensure School Attendance, a Class B misdemeanor. A person convicted of a Class B misdemeanor may be given up to 180 days in jail and a fine of up to $1,000.00(one thousand dollars).
- If your failure to ensure your child's school attendance worsens to such a point that it is clear you are knowingly and intentionally depriving your child of an education as required by law, you may be prosecuted for Neglect of a Dependent, a Class D felony. A person convicted of a Class D felony may be given up to three (3) years in jail and a fine of up to $10, 000.00 (ten thousand dollars).
- If your failure to ensure your child's school attendance worsens to such a point that it is clear that your child's physical or mental condition is seriously impaired or seriously endangered as a result of your inability, refusal or neglect to supply your child with necessary education, you and your child may be subject to the filing of a Child in Need of Services (CHINS) case in Juvenile court. This may result in your child being removed from your care.

Extended Absences Related to Injury Or Illness:

The MSD of Lawrence Township recognizes that some students will enter school with a chronic illness, or will develop a medical condition that persists; such conditions may have an impact on academic life as well as activities of daily living. To adequately address the impact on student attendance, two (2) specific provisions will apply:

Certificate of Incapacity - Pursuant to IC 20-33-2-18 and IC 20-8.1-3-20, the school may:

- Demand that the parent provides a Certificate of Incapacity that is signed by appropriate medical personnel and provides requested detail related to the specific medical diagnosis/condition within six (6) school days of the request; and,
- If the Certificate of Incapacity verifies the illness/condition, and the absence will be less than twenty (20) instructional days, the school will count the student as having an "excused absence" and the student will be able to make up missed assignments and examinations.

Instruction for a Student with an Injury, Temporary or Chronic Illness - The state of Indiana and the MSD of Lawrence Township establish the process for consideration of instruction for students with an injury, temporary or chronic illness pursuant to 511 IAC 7-42-12. As such, the following will apply:

- There must be substantiated medical documentation that the illness or injury will prevent the student from attending school for a minimum of twenty (20) consecutive instructional days or a chronic illness or other medical condition that will require the student's absence for an aggregate of at least twenty (20) instructional days over the period of the school year;
- During the period of time that the student is being provided with instruction under the established guidelines, the student will be counted as "present" for attendance purposes;
- Because the program is a temporary replacement of classes in school, students are expected to participate in the instruction and complete subject requirements and homework assignments; and,
- Failure to participate in or complete requirements of the established process for instruction may lead to lack of Course completion and/or unexcused absences (which would follow the same guidelines as in the **UNEXCUSED ABSENCES** section of this policy.

Tardy Procedures

A tardy policy is in place to reinforce the importance of getting **to school and to class on time**. MSDLT defines a tardy as: "A student is considered tardy if he/she is not in the classroom before the bell rings and is ready to begin class." Each student's tardy count (with regard to the consequences listed in the school tardy policy) will reset at the beginning of each new 9 week grading window. **NOTE: students who are placed on an attendance contract may remain on the contract for the remainder of the current school year.**

Parents/guardians should view and monitor their attendance frequently (daily) through Skyward. This way, if a discrepancy occurs, the student and the appropriate teacher are able to quickly discuss the mark and come to an understanding about expectations in that particular class.

Late Buses:
The school is directly made aware of busses that are arriving late to school each day this happens. When this occurs, those students are given a "Late Bus Pass," and are not counted tardy to class.

Late to School:

Students who are dropped off at school and not in class by 8:50 a.m. are considered tardy and will be subject to the consequences outlined in the school tardy policy. If a student is tardy due to an appointment (doctor, dentist, etc) a note from the appointment must accompany the student into school.

SCHOOL HEALTH

MSD Lawrence Township/Community Health Network
CLINICS:
Parents/guardians have primary responsibility for the health care their children receive, but school clinics are available for emergencies, injuries, and illness that arise while the child is at school, in addition to management of chronic illnesses and special needs. Each Lawrence Township clinic is staffed with a Community Health Network nurse (RN or LPN). Nurses do not make medical diagnoses, but they are skilled in assessment, planning, intervention, evaluation, promotion of wellness, health counseling/education, prevention, emergency care, and referral.

School nurses may provide non-emergency first aid treatment, emergency care, and conduct health screenings to students, without the return of the Permission for School Nurse Services form. This form must be filled out for your student to receive student specific medications, treatment and procedures during the school day. If you do not want your student to receive basic first aid in the clinic, please contact your school nurse.

The school clinics are open daily during normal school day hours. Students must have a pass to enter the clinic, unless it is an emergency. Students without a pass will be sent back to class to obtain one. They will be asked the nature of the complaint, will have their temperature taken, and may be allowed to rest for a short period of time. Please remember that time in the clinic is time out of a class—instructional time is being lost. If the nurse needs to send a student home due to a sign of illness (see below), the nurse will call the phone numbers listed in Skyward. If contact information changes, it is essential that phone numbers be updated in Skyward. If the nurse is unable to reach a contact, the student will be sent back to class unless there are signs of a contagious illness (below). An illness-related early release from school is only excused when sent home by the nurse. If the student has an emergent or urgent health need and/or the parent or other contact cannot be reached, EMS may be contacted.

If a student has a chronic illness and needs an emergency care plan followed at school, it is the parent's responsibility to get these plans filled out by a doctor and returned to school. Some examples of chronic illnesses are asthma, seizures, diabetes, allergies and sickle cell anemia. Any other health related accommodations for the school day will be initiated after the nurse receives written doctor's orders. This includes, but is not limited to, open bathroom passes, physical restrictions, PE restrictions, and concussion accommodations. If a student needs a procedure during the school day, the nurse must also have doctor's written orders. This includes, but is not limited to, gastrostomy tube feedings, in and out catheterizations, wound dressing, diabetes care, and medication administration.

ILLNESS:
General guidelines for illness follow the guidelines, laws, and recommendations of the Indiana Department of Health, the Marion County Health Department, Community Health Network, and Indiana State Code to prevent the spread of communicable diseases. If the nurse should call home for a student pick up, they are acting in accordance with these laws and their professional nursing judgement. Parents should make every effort to come to the school to pick up their students in a timely manner. Bus transportation should not be utilized if the child exhibits symptoms of a contagious illness (below).

Please do NOT send a student to school if one or more of the following symptoms are present: diarrhea*, vomiting*, undiagnosed body rash, sore throat with swollen lymph nodes, severe coughing, eye discharge or redness*, or fever of 100 degrees or above. Please do NOT send a child back to school until he/she has been fever-free (without fever-reducing medications) and without vomiting/diarrhea for 24 hours. Antibiotics which have been prescribed for eye or throat infections must have been given for 24 hours before the student returns to school. This will help prevent the spread of infection to others and ensure that the student is feeling well enough to learn. Students who have had a surgery or hospital stay may be asked to provide a doctor's note to return to school.

*Diarrhea – Student with diarrhea, defined as three or more loose or liquid stools in 24 hours, should stay home or be sent home from school.
*Vomiting – Students who vomits more than two times in a 24 hour period or vomiting and a fever are present should stay home or be sent home from school.

* Eye Discharge and Redness – Some students might have allergies or eye irritation that is normal. If a student normally does not have these eye issues, they should not be at school and be seen by a doctor or nurse practitioner. Nursing assessment and judgement will be used to determine appropriate course of action during the school day.

INJURY:
Students who are injured at school will be assessed at the time of the injury, if they report to the clinic. If a student has a deep laceration, cannot walk, has extreme swelling, pain, obvious deformity, head injury, or has any other sign of an emergent/urgent need for further evaluation, the nurse will determine the best course of action for the situation. This may include a call home or an EMS call. Only an x-ray can determine if a fracture has occurred. The clinics possess wheelchairs for emergency response by school staff only. Lawrence Township cannot provide a wheelchair or any other medical supplies or devices which are necessary for student injuries or recuperation from surgeries, including crutches, dressing supplies, wraps, splints, etc. Parents should contact their healthcare provider or insurance carrier if these devices are needed beyond the school's initial response.

MEDICATIONS:
Lawrence Township clinics do not stock any medications. All medication must be supplied by the parent/guardian. Medication given for the academic success of students or other medications given for acute or chronic conditions may be administered at school. Please try to schedule a three-time-per-day medication at home. Do not send once daily or every twelve hour medications to school. Once a daily morning medications should be given at home unless a note is provided from the student's physician or after discussion and approval by the school nurse. Medication administration forms are available at each school or online. This form must be filled out and signed by the parent or guardian before a medicine will be administered by the nurse. Prescription medication must have the current prescription label with student's name attached to the medication. Per Indiana State code, all medications must be in the ORIGINAL containers. For the safety of your student, if medication is received in a baggie or envelope, it will NOT be given. A physician's order is necessary in order for an emergency medication (EpiPen or inhaler) to be carried by a student. It is helpful and best practice to have a backup of this medication in the clinic. If cough drops are needed, we suggest that hard candy be substituted for the same effect, with no time out of class to go to the clinic.

Over-the-counter (OTC) medications for children must state that the medicine may be given to children under twelve years of age. The label on an OTC serves as the guideline for dosing and frequency. If the parent desires a dose or schedule that is different than the label, a physician's order shall be necessary for administration. Over the counter medications will only be accepted in the clinic in a new, unopened bottle. Used medication will not be accepted. Supplements are not considered appropriate for school administration.

No medication should not be transported by students in grades PK-8. Parents must transport all medications to school. Students in grades 9-12 may transport medications with written permission from the parent or guardian.

LICE:
Students who exhibit scratching or evidence of live bugs in the hair may go to the school clinic for evaluation by the School Nurse. The School Nurse will examine the student's hair and scalp in a confidential manner. If live lice (crawling bugs) are visualized, the parent/guardian shall be contacted by phone. Factors such as the severity of infestation, child's age, or other health concerns influence professional judgment regarding parent pick up and recommended treatment options. Close household contacts should be inspected. Students remaining at school until the end of the day will be discouraged from direct head to head contact with other students in the classroom. School Nurses will assist parents/guardians with strategies for prevention and ways to enable the student to return to school as quickly as possible. If nits only are visualized, the student may remain in school and the parent will be notified at the end of the school day. Nits located closer than ½ inch on the scalp require parental action at home. Nits farther than ½ inch are not considered to be viable.

The American Academy of Pediatrics states that classroom and school wide head checks are not the best use of school time. Therefore, nursing will only check a student with suspected lice.

MISCELLANEOUS:
In the event that Indiana Poison Control is consulted, the advice received shall be absolutely followed by clinic/school personnel, including emergency transport.

It is the parent's responsibility to provide any student-specific supplies that are needed on a regular basis at school. This includes dressing supplies for injuries beyond initial first aid, supplies of clothing, hygiene items, equipment/supplies for any type of special need, etc.

Immunization records shall be reviewed at the time of the student's enrollment or whenever a change in the law requires additional immunizations for current students. Lawrence Township clinics shall inform parents about changes in state laws. All students must meet state requirements for immunizations. Students may be excluded from school if immunizations are not up to date. The nurse may be contacted for further information.

Elementary clinics have some availability of spare clothing for medical needs that may arise during the school day. However, the selection varies from day to day, and there may not be an appropriate size available. In this case, the parent shall be called to bring clothing. Borrowed clothing should be laundered and returned to the school clinic the following day. Donations of clean gently used items are gratefully accepted.

Vision and hearing screenings for certain grade levels take place sometime during the school year and are performed by the Marion County Health Department. Referrals for follow-ups are mailed to the home. Parents should make every effort to act promptly if a referral is received, as vision and hearing deficits greatly impact educational performance. Notice of screenings shall be by newsletter, call system or via the school/district website.

Please do not hesitate to contact the nurse for any concerns during the school year.

STUDENT SERVICES/INFORMATION

Lost and Found:
Items such as books, laptops, backpacks, purses/wallets, jackets/coats, personal electronics, etc…are the total responsibility of the student. MSDLT is not responsible for lost or stolen items. Personal items should be locked in the student's locker when not in use.

PLEASE, DO NOT BRING VALUABLE ITEMS TO SCHOOL.

Technology Office:

- The technology office is available to students during the day. Times may differ per building.
- No students should leave during a class to come to the Technology Office for assistance unless they have a written and authorized pass.
- LOST/MISPLACED LAPTOPS: Students may check with Technology staff during operating hours. Any unclaimed 1:1 computing devices/accessories found throughout the building will be taken to the Technology Office as soon as possible. If a student finds a 1:1 computing device/accessory, they should give it to the nearest adult MSDLT staff member so they can promptly deliver it to the Technology Office. If a student loses a 1:1 computing device and/or its accessories, the student is expected to purchase another laptop/accessory. If the item is subsequently found, a refund will be given.

The student must pay for any lost books or technology device and any undue wear and tear on the textbooks/laptops that are issued to them.

Media Center:
The Media Center is open for use by all pupils enrolled in the school and all teachers from 8:50 a.m. until 3:50 p.m unless otherwise noted. Students will be allowed to come from their classrooms during the day provided that they have a pass from a faculty member.
A fine of 5 cents per school day is placed on each overdue book.

Lockers:
All students are assigned a hall locker and given a school-issued lock. When used properly, it will provide a safe storage place for personal property, but the school does not guarantee the safety of personal property. Students should keep their locker locked at all times and **not share their combination with anyone** except school staff. Also, students should not share their locker with other students. Student lockers are meant to be used only by the one student who is issued such locker.

Cell phones SHOULD be and backpacks MUST be kept in lockers during school hours per middle school classroom and hallway procedures.

Use of school lockers is a privilege, and should only be used in the specified manner. Gym lockers will be available for designates athletic teams for after school use only. All school lockers should ONLY be used by the student they are assigned to.

There is a $5 replacement charge for each lost/misplaced lock.

There can and will be periodic inspections of lockers by school officials. The building principal and/or designee shall possess the authority to examine the contents of any locker located on the school premises when Administration has sufficient reason to believe

that the contents of the locker may include elements which present an immediate threat to the health, safety, and welfare of the student body, are illegal to possess, would contribute to the disruption of the normal educational program, or have been reported stolen or lost.

Use of school lockers is a privilege, and should only be used in the specified manner. Gym lockers and locks are available to Wellness students and athletes. All school lockers and locks should not be shared with others.

Guidance Department Services:

The Guidance Department is provided to help each student in his/her social, educational, personal and vocational development. The counselors are in the office during the school day and in the cafeteria during the lunch hours. They are eager to talk with students regarding any problem they may have.

To see a counselor, students should request a conference/meeting through the Guidance Page via Canvas.

Education Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent of the time and place where the records may be inspected.
2. The rights to request the amendment of the student's education records that the parent believes are inaccurate or misleading. Parents may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent, the School will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent upon request.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent in at least the following situations: (1) disclosure to school officials with legitimate educational interests; (2) disclosure to officials of another school in which a student seeks or intends to enroll; and (3) disclosure of directory information. A school official includes a person employed by MSDLT as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the federal office that administers FERPA will be provided upon request.

As noted above, the School may disclose "directory information" without written consent, unless you have advised the School to the contrary in a written document submitted to the School principal by October 1 of each school year. The School has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date of birth
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended
- Hair and eye color, race, sex, and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed.

One purpose of disclosing directory information is to allow the School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;

- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

DIRECTORY INFORMATION

Each year, the Superintendent shall provide public notice to students and their parents of the Corporation's intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; date of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received.

The Board designates school-assigned email accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes. School assigned email accounts shall not be released as directory information beyond this limited purpose and to any person or entity but the specific online educational service provider.

Directory information shall not be provided to any organization for profit-making purposes. The Superintendent may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational options.

In accordance with Federal law, the Board shall comply with FERPA when releasing students' information to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information.

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within 10 days after receipt of the Superintendent's annual public notice.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order.

The Corporation may disclose "directory information" on former students without consent of the parent(s)/eligible student unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

TRANSPORTATION

Bus Rules and Regulations

Bus transportation is a privilege and is an essential part of the school day. In accordance with board policy 7.340, "failure of students to maintain proper conduct while at the bus stop, proceeding to or from the bus stop or while on the school bus may relinquish their privilege to ride the school bus and/or be subject to other disciplinary measures by the school."

Bus Rules

1. Observe classroom conduct while on the bus.
2. Be courteous, do not use profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke. This includes electronic cigarettes and vape pens of any kind.
7. Do not damage, cut or write on the bus or equipment.
8. Stay in your seat.
9. Keep head, hands, and feet inside the bus.

10.The bus driver is authorized to assign seats.

1. 11.Students who ride buses with seat belts are required to wear them.

a. Students should be at the bus stop ten minutes prior to pick-up time.
b. Students should respect the property near the bus stop.
c. Students should stand back away from the road until the bus is COMPLETELY STOPPED. Students waiting on he opposite side of the road should wait until the bus stops and the driver checks both the oncoming and following traffic. The driver will signal before students cross the road.
d. Students must walk ten feet in front of the bus while watching for traffic (entering or exiting).
e. Students are to ride on their assigned bus. Students will have the same pick up and drop off assignment.
f. Students should be able to hold all belongings on their lap. The following items are prohibited from being on the bus: animals, glass items, and other objects that may endanger students.
g. Once a student is on the bus, they will not be allowed to exit the bus without authorization from school personnel.
h. Student conversation should be at a level where the driver CANNOT clearly hear the conversation.
i. Students are to avoid pushing, crowding, and shoving when entering or departing the bus. Students are not to tease others or throw objects.
j. Students may have assigned seats on regular routes designated by the bus driver.
k. Students must identify themselves if requested by the driver. Any student who refuses to identify himself/herself is subject to bus suspension or other disciplinary measures by the school.
l. Bullying and harassment are prohibited. The bus driver may report any suspected case of bullying or harassment to school personnel.
m. The MSD of Lawrence Township including the transportation department is NOT responsible for lost cell phones, ipods, ipads, and other similar electronic devices.
n. Back bus (late bus) students should report to their assigned location IMMEDIATELY after school.

(See Transportation Addendum at the end of this document for bus tracking information.)

Parent Drop-Off & Pick-Up Procedures
School doors open on regularly scheduled school days no earlier than **8:35 a.m** for non-bus riding students who arrive to school on time, and 8:35 a.m. for those students who eat breakfast at school.

- There is **NO SUPERVISION** for students prior to 8:35/8:40 a.m.
- Students are not allowed inside the school building prior to 8:35 a.m.
- Students are not to be dropped off at the main school doors (Door 1) prior to 8:50 a.m.
- Late arrivals (8:50 or after) may enter Door 1, check in with the Attendance Office for a pass to class.
- These students will be marked as Tardy to class.

Field Trips
An administrator or teacher may exclude a student from a field trip due to behavioral or safety concerns. A student who is not permitted to attend the field trip will be supervised and given meaningful assignments to work on during the time the class is away.

BEHAVIOR EXPECTATIONS

End of Year Superintendent's Character Award

- This award will be given to ten (10) middle school students per grade level who most exhibited the character traits of Achievement, Integrity, Service, and Leadership throughout the school year.
- Schools may have additional awards that are a part of their school culture.

It is our intent to have the MSD of Lawrence Township be a safe and enjoyable place to learn, interact with others in positive ways, and have students take advantage of the many opportunities provided. Students are expected to use good moral judgment that reflects well upon the school and community.

MSDLT Students will:

1. Show respect for staff, students and visitors
2. Dress appropriately for school abiding by the MSDLT Dress Code Policy
3. Complete all work assigned in a timely manner

4. Get to school and classes on time, maintaining the MSDLT Attendance and Tardy Policies
5. Accept responsibility for their actions
6. Follow all school and classroom rules

Cafeteria Rules and Expectations:

1. Lunch Students are to be seated when they enter the cafeteria for lunch.
2. Breakfast students are to move through the line, pick up their breakfast, and take it to their first period class of the day.
3. Students will remain seated until they are released to get their lunch.
4. Students must return to their assigned table after receiving their lunch and remain seated until staff releases them to return their trays.
5. Trays and trash are to be placed in the proper area when students are released.
6. Students are to return to their assigned seats after returning trays and disposing of trash.
7. Dismissal will be by tables or rows.
8. Students are expected to be on time.
9. Students are responsible for any messes or trash on or around their assigned tables.
10. Courtesy and respect are expected.
11. Card/game playing is not permissible at any time.
12. Food/drinks are not permitted to leave the cafeteria.
13. Students are not permitted to freely leave the cafeteria to visit the Main Office, Guidance, Student Services, etc…without express permission/pass from an adult monitor in the cafeteria.
14. School Staff reserve the right to alter cafeteria rules/expectations, based upon the circumstances at hand, for a particular student/group of students.
15. **Food/Meal Delivery:** Students and/or parents/guardians are not permitted to order food from outside vendors (GrubHub, DoorDash, etc.), to be delivered to them at school, during the school day. This is a safety concern that also disrupts the educational process within our school community. Disciplinary action may be taken for a student that does not abide by this policy. Any unauthorized deliveries may be confiscated by administration.

Hall Passes

Students in the hall during a class period must have a pass signed by a staff member. Students out of class without permission will be considered to be cutting class and a referral will be written on that student. Students are not allowed to linger in the hallways, and must arrive at their designated area (listed on the pass) in a timely manner. Hall Passes (as well as Passing Periods between classes) may be revoked by Administration at their discretion.

Students should not go to Student Services during their passing periods, rather, they should get to class first, then ask for a pass. Teachers/Staff reserve the right to deny such a request based on the nature of the request.

Additional General Guidelines Prohibited Articles

Problems arise when students bring items that are hazardous to the safety of others or interfere with school procedures. Items such as (but not limited to) laser pointers, food, drinks, and bracelets with inappropriate phrases, cards, dice, skateboards, fireworks, radios, matches, lighters, blankets, stuffed animals and toys are not permitted in the school building or its classrooms. If brought to school, such items will be taken from the student and given to Student Services. Only the student's parent/guardian may reclaim confiscated items. School Administration reserves the right to confiscate any item that may interrupt the learning environment or cause a student or staff to raise a concern/issue. Do not allow your student to bring these types of items to school. MSDLT Administration and Staff are not responsible for the safekeeping of any confiscated/prohibited articles brought to school.

DRESS AND GROOMING (Board Policy 5511)

The School Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

A. Present a hazard to the health or safety of the student himself/herself or to others in the school;
B. Interfere with school work, create disorder, or disrupt the educational program;

The Superintendent shall develop administrative guidelines to implement this policy which:

A. Designate the principal as the arbiter of student dress and grooming in his/her building;
B. Instruct staff members to demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance; I.C. 20-33-8-12

Dress Code

Students, please dress appropriately for the learning environment. We consider MSD of Lawrence Township to be a student's place of "work" and the dress code will be enforced as such. If a student is not dressed properly for school, the student will be placed in our Academic Re-Assignment Room until such time that an appropriate change of clothes can be brought from home. **MSDLT does not maintain substitute clothing.** MSDLT Administration and/or Staff will make the decision as to whether or not clothing worn by a student at school is appropriate for the school environment. If clothing is found not to be appropriate, they may then require the student to call home for a change of clothes and wait in the Academic Reassignment Room until a change of clothing is brought in. It is our intent to have students dress in a manner that shows good judgment and does not distract or interfere with the educational climate here at MSDLT.

Such items include, but are not limited to the following:

A. Clothing and accessories shall not be worn if they display or suggest inappropriate pictures/sayings including (but not limited to)

- Profanity or Vulgarity
- Obscene or foul language
- Symbols of violence
- Discriminatory messages
- Gang or gang-like symbols
- Sexually suggestive symbols, pictures or words
- Alcohol, tobacco or drug related symbols, pictures or words

B. Pants/skirts/shorts/dresses **with rips, tears, and/or holes** should be below the fingertips when arms are relaxed at their sides, not showing any skin above the fingertip level.

At no time should clothing be worn that is too tight; revealing undergarments or private areas; or too loose so that undergarments and/or too much skin is revealed. This includes loose tops that fall from the shoulders as well as pants that sag. If leggings or similar type tight pants are worn, a top must be worn that is at least fingertip length all the way around the body.

Accessories

- **Headphones/earbuds/AirPods** are not permitted to be worn or used in the hallways during school hours. Only with specific permission may they be used in a classroom
- **Pocket/wallet chains** are not permitted
- Sunglasses shall not be worn inside unless prescribed by a physician and administration is made aware.
- **Detachable gold teeth, grills or fangs are not permitted**. These may be confiscated and will need to be picked up by a parent/guardian only
- Cell phones should be and backpacks must be kept in lockers during school hours per middle school classroom/hallway procedures

Footwear

- Students are not allowed to walk barefoot at any time during the school day.
- Shoes with laces are to be laced and tied.
- Shoes manufactured with wheels are not permitted.
- Flimsy shoes are discouraged (thin-strap sandals, etc…). These types of shoes are not made to handle the wear and tear of walking and shuffling around all day in a school setting. They will break. If this happens, the student will be sent to the Academic Reassignment Room (ARR) until such time as a parent/guardian can bring another pair of shoes to school. MSDLT does not have the materials/provisions to fix footwear.
- Slippers are not permitted (such as bedroom slippers and house shoes)
- Shoes with lights on them are not permitted.

Headwear

- Non-religious head coverings, including but not limited to caps, hats, costume wigs, bandanas, hair curlers, picks, combs, hoods, do-rags/wavecaps, bonnets, and headscarves of any kind are not allowed, unless provided special permission by school administration.

Pants/Slacks

- Belts must be appropriately buckled.

Pants will be worn fitted to the waist with or without a belt, and they will not expose undergarments. If a student is "sagging", the student will be asked to fasten the pants at his/her waist, call home for a belt to be brought in and/or be placed in our Academic Re-Assignment Room until such time as an appropriate pair of pants/belt can be brought from home. If the student continues to sag their pants, a disciplinary referral may be written.

- Flannel pants and pajama-looking pants are not permitted.
- Pants/skirts/shorts/dresses with rips, tears, and/or holes should not show any skin above the fingertip level when the student's arms are at their relaxed state at their sides.
- Pants/leggings should not be so tight that undergarments and private parts can be easily distinguished clearly through them. A long top that falls below fingertip level all the way around the body may be worn over these type of pants/leggings.

Shirts and Tops

A. Clothing that exposes the back, shoulders, torso- including stomach/belly button area, and/or cleavage; such as the following (but not limited to) is not allowed:

- Tube tops/Halters
- Tank tops/Spaghetti straps
- Bare back or midriff clothing
- Crop Tops without a shirt underneath - covering the skin
- Bathing suits
- Basketball-style jerseys without a shirt underneath
- Shirts with slits above the waist
- Sheer material whereby undergarments can be seen

B. All shirts must cover the shoulders, belly button area, lower back area and chest area. Bra/undergarment straps should not show.

Leggings/Shorts/Dresses/Skirts

- These items should meet the fingertip test, meaning, "When arms are held relaxed at student's sides, shorts/skirts/dresses should reach **below** the fingertips". Skin should not be visible above the fingertips.
- Leggings, jeggings and any kind of tight pants may be worn ONLY if the top is at fingertip level ALL THE WAY AROUND the body. Tied sweatshirts, sweaters, and jackets around the waist is not a solution to be used as properly covering up tight pants.

Outerwear

- Winter coats and heavy jackets are not permitted to be worn during the school day. Light weight items such as sweat shirts & sweaters are okay.
- Blankets/Throws and the like are not allowed to be "worn" during the school day.

If there is a question as to whether or not any student's apparel is inappropriate for school, school officials will determine appropriateness. We reserve the right to send a student home or ask the parent to bring a change of clothing if the student's clothing is not appropriate for the school setting. If an adult is not available to supply a change of clothing, the student will be assigned to the Academic Reassignment Room (ARR) for the remainder of the day and will do their school work from ARR.

Application of Consequences

Continued violations of the Dress Code Policy will become a Disciplinary Issue.

Electronic Devices and Cell Phones

- Personal Communication Devices (PCDs) including cell phones and smart watches must be turned off, put away, and undetectable during instruction time unless:
  - Teacher authorizes use for education purposes.
  - In the event of an emergency.
  - Used to manage student health care.
  - Use is included in IEP or 504.
- Parents who need to speak to their child should call the main office, not the child's phone. **Students must follow any additional school and classroom rules for phones.**
- Except as authorized by IEP, CCC, or Administrator students are prohibited from using PCD's during school day including while off campus on field trip, to capture record and/or transit words, images, video of any student, staff member or another person as it is considered an invasion of privacy and is not permitted.
- PCDs with a camera may not be activated at any time where a reasonable expectation of personal privacy would be expected.
- Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.
- Students may not use PCDs in a way to threaten, humiliate, harass, embarrass and/or intimidate.
- Violations of this policy may result in disciplinary action or confiscation of the PCD.

- **The school is NOT responsible for lost or stolen electronic devices and cell phones; and is not obligated to seek the return of such items**.

STUDENT TECHNOLOGY (Board Policy 7540.03)

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, Corporation Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The Corporation's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of Corporation Technology Resources by principles consistent with applicable local, State, and Federal laws, the Corporation's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy, its related administrative guidelines and the Student Code of Conduct govern students' use of Corporation Technology Resources and students' personal communication devices when they are connected to the Corporation computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Corporation-owned property or at a Corporation-sponsored activity (see Policy **5136**).

Users are prohibited from engaging in actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like) when using Corporation Technology Resources. Because its Technology Resources are not unlimited, the Board also has instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using Corporation Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the Corporation's computer network and/or Internet connection).

First, the Corporation may not be able to limit access technologically, through its Technology Resources to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past, when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

The Board prohibits the sending, receiving, viewing, or downloading of materials that are harmful to minors on computers and other technology related devices owned or leased by the Corporation or connected to the Corporation computer network.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Corporation Technology Resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Chief Technology Officer may temporarily or permanently unblock access to websites or online education services/apps containing appropriate material, if access to such sites has been blocked inappropriately by the technology protection

measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/Guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

STUDENT ACTIVITIES

MSD of Lawrence Township has extensive extracurricular programs that include clubs and interscholastic athletics. We encourage as many students as possible to participate in these after-school activities.

When the school day is complete, unless special permission is granted by an administrator or a teacher (e.g. staying after school for teacher's help or a tutoring program), students are to leave the school building. This does not include students participating in school approved activities; however, those students should go directly to their activity meeting place (classroom, field, court, etc….) and not linger in the school hallways. Students should be in their designated activity meeting place by 3:55 p.m.

Eligibility:

A. Students are eligible to participate in sports if they have not reached their 14th birthday in grade 7 and 15th birthday in grade 8 of that school year.
B. Sports Physicals: All students must have an up-to-date sports physical on file before they are allowed to try out for any sport.
C. Participation in extracurricular activities and athletics is a privilege, not a right. Any students participating in any activities that represent the school will be subject to school behavioral expectations and consequences.

Please see separate Student Athletic Handbook for more detailed eligibility rules and additional information.

STUDENT DISCIPLINE

(Board Policy 5600)

The School Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board requires each student of this Corporation to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

A. Conform to reasonable standards of socially-acceptable behavior;
B. Aspect the person and property of others;
C. Preserve the degree of order necessary to the educational program in which they are engaged;
D. Respect the rights of others;
E. Obey constituted authority and respond to those who hold that authority.

The Superintendent will promulgate administrative guidelines for student conduct which carry out the purposes of this policy and;

A. Are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
B. Do not discriminate among students;
C. Do not demean students;
D. Do not violate any individual rights constitutionally guaranteed to students.

The Superintendent will designate sanctions for the infractions of rules, excluding corporal punishment, which:

A. relate in kind and degree to the infraction;
B. help the student learn to take responsibility for his/her actions;
C. are directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The Superintendent shall publish to all students and their parents the rules of this Corporation regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due-process procedures that will be followed in administering the Code of Conduct. I.C. 20-33-8-1 et seq.

Unacceptable Student Behavior includes, but is not limited to:

Major Disciplinary Offenses:

1. **Use or possession of Tobacco, or look-alike substance.**
2. **Fighting, provoking a fight with words/text, provoking a fight via social media or any electronic device, or filming a fight.**

Students can avoid a suspension for engaging in a fight by choosing an appropriate alternative such as:

(A). Walking away from the person wishing to fight and refusing to engage in that sort of solution, and/or

(B). Seeking the help of a staff member to avoid a fight, preferably at a point when counseling would be effective in reducing tensions.

1st Fight – possible up to 10 days Out-Of-School Suspension, arrest, and/or a request for expulsion.

3. **Forgery or alteration of school forms, admits for parents, or calls from parents.**
4. **Disrespectful or insolent behavior** towards staff or severe disruption of the classroom.
5. **Insubordination:** Failure to obey reasonable directions or request; verbal/physical abuse of staff; failure to identify yourself when requested to do so by a staff member, or to provide other complete and truthful information.
6. **Theft and/or Possession of Stolen Goods:** Theft and/or possession of stolen goods, of goods that were found and kept as one's own, without a reasonable attempt to locate the owner. (Found items must be turned in to the bookstore, or the main office.) (Theft will result in an out-of-school suspension.)
7. **Vandalism:** Students who have willfully damaged or destroyed school property or private property used in the course of school activities shall be required to make restitution.
8. **Obscene language** of an aggressive nature, gestures, or material.
9. **Explicit sexual conduct.**
10. **False Reporting or Informing: (**I.C. 35-44-2-2- a). A student who gives a false report that a member of the staff has sexually harassed a student, or who gives false information to an administrator who is investigating a charge that a staff member has sexually harassed a student, knowing that the report or information is false, will be considered to have engaged in student misconduct and will be subject to discipline, including suspension or expulsion. b). A student who reports, by telephone, telegraph, mail or other written or oral communication, that the person or another person has placed or intends to place an explosive or other destructive substance in a building or transportation facility; or knowing the report to be false, commits false reporting, a class D felony.
11. **Intimidation/Threat: (**I.C. 35-45-2-1) A student who communicates a threat to another person, with the intent that the other person engages in conduct against his will or the other person be placed in fear of retaliation for a prior lawful act. A threat means an expression, by words or action, of intent to unlawfully injure the person threatened or another person or damage property; expose the person threatened to hatred, contempt, disgrace or ridicule.
12. **Harassment:** *I.C.35-45-2-2.* A person who, with intent to harass, annoy, or alarm another person but with no intent of legitimate communication; 1) makes a phone call, whether or not a conversation ensues, 2) communicates with a person by mail or other written form 4) uses a computer network or other form of electronic communication to communicate with a person or transmit an obscene message or indecent or profane words to a person; commits harassment, a class B misdemeanor.
13. **Cutting class or other assignments:** Leaving school grounds without permission of authorized staff. Failure to serve assigned detentions. (Leaving school after having once arrived is illegal without authorization from the main office.)
14. **Cheating**
15. **Horse-playing, or "just playing around"** in the halls and in classrooms.
16. **Failure to comply:** Failing in a substantial number of instances to comply with the directive of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes and interference with school purposes or an educational function.
17. **Safety Violation:** Any willful or potentially dangerous act that violates safety rules and endangers students or staff including instigating arguments/fights.
18. **Possession of live rounds of ammunition is grounds for expulsion.**
19. **Any violation of other state or federal laws.**
20. **Use of School Keys or Forms:** Theft, unauthorized use of, or possession of school keys or forms is a threat to security and, therefore, an expellable offense.
21. **Gambling**
22. **De-pantsing:** Pulling down the pants, shorts, skirts of students will result in an automatic out of school suspension and is considered to be an incident of sexual harassment.

23. **Unauthorized Computer Access:** Accessing any school computer, computer system, or computer network without consent of authority. "Access" means to approach, instruct, communicate with, store data in, and retrieve data from, or make use of the resources of any computer, computer system, computer network or any component such items.
24. **Gang affiliation or activity that causes violence may be expellable.**
25. **Sexual harassment/misconduct:** Defined as touching of a sexual nature or using verbal comments of a sexual nature that is not welcomed, uninvited, or unwanted.
26. **Weapon/Possession of a knife, cutting tool, needle, or pin, of any kind:** Items of this kind used in classrooms will be supplied by the teacher and are not to leave the classroom.
27. **Trespassing:** Any student who appears in the school building or on school grounds without direct supervision of a staff member either before or after normal school hours is guilty of trespassing.
28. **Gun/Look-Alike:** A look-a-like weapon is a device that simulates a firearm (ex. pellet gun; BB gun, plastic gun) or an explosive device (ex. hand grenade or bomb) can result in disciplinary action, including suspension and expulsion.
29. **Loitering: When the school day is completed**, unless special permission is granted by an administrator or a teacher (e.g. staying after school for teacher's help or a tutoring program), **students are to leave the school building**. This does not include students participating in school approved activities.
30. **Misuse of school technology**
31. **Controlled Substance/Drugs:** Under the influence or possession.
32. **Controlled Substance/Alcohol:** Under the influence or possession.
33. **Bullying**
34. **Battery/Physical Assault:** On another student and/or a staff member.
35. **Threatening Behavior:** Verbal and/or physical aggression.
36. **Failure to report an infraction of the Code of Conduct to school officials.** If a student is knowledgeable of an infraction committed, and does not report it to school administration, that student is subject to disciplinary action.
37. **Any offense not named but cited in INDIANA CODE 20-33-8**

Minor Disciplinary Offenses:

1. Display of affection such as body contact or kissing.
2. Corridor disruption such as yelling, loitering, hitting walls/lockers, looking in windows of a class in session.
3. Out of assigned area or accessing lockers during a non-authorized time.
4. Willful refusal to pay school fines or school financial obligations.
5. Disregard for classroom rules.
6. Failure to observe lunchroom rules.
7. Profanity.
8. Inappropriate dress.
9. Littering
10. Failure to Show to assigned consequences such as Lunch Detention, After School Detention, Saturday Detention…

Other Offenses:

A student, who violates an expellable school code of conduct rule on the last day of school, can be recommended for expulsion for up to (2) full semesters.

Application of Consequences:

A major offense might result in a recommendation for expulsion, depending upon the severity of the offense. (The offenses, which fall into this category, are listed in Indiana Code 20-33-8-14)

School administration and staff may recommend and/or require the participation in an outside, positive behavior or substance abuse intervention program to assist with student behavioral and disciplinary issues.

Out-of-school suspension is the removal of a student from school for **ten (10) days or less.** Suspension days are counted as unexcused absences.

Expulsion is removal of a student from school for a period of **one (1) or two (2) semesters. A recommendation for expulsion may be made after a student reaches 10 plus referrals for "major and/or minor offenses."**

Disciplinary records are kept separate from academic records. Disciplinary information is not included on students' accumulative record. Disciplinary files do not follow the students after grades 6, 8, and 12.

Aggressive and Violent Student Behavior

Process:

1. All confrontations will be reported to the school administrator verbally and documented in writing in a timely manner.
2. A school administrator will investigate all incidents of aggression or violence in a timely manner.

Consequences:

1. All students involved in aggressive or violent behavior will be referred to the school administrator.
2. Students involved in aggressive or violent behavior may receive a minimum of five days out-of-school suspension for the **FIRST OFFENSE**, up to ten days out-of-school suspension for the **SECOND OFFENSE**, and may result in a recommendation for expulsion from school for the remainder of the semester or school year.
    - **Based on the severity of the incident a student may be suspended 10 days with a recommendation for expulsion for their first offense.**
3. Students that agitate an incident or belittle others will be referred to the administrator and will receive disciplinary action**.** Subsequent violations will result in a five-day out-of-school suspension and possible expulsion from school.

The victim will be referred to the administrator for investigation and consultation. This student will not return to classes until the degree or involvement is determined. Parents will be informed in a timely manner.

SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES (Board Policy 5605)

In matters relating to the discipline of students with disabilities, the Board shall abide by Federal and State laws and regulations regarding suspension and expulsion.

The Superintendent shall establish administrative guidelines and require that the guidelines are followed when disciplining any student with a disability. I.C. 20-33-8-34, 20 U.S.C. 1400 et seq., 29 U.S.C. 794, 34 C.F.R. Part 104, 34 C.F.R. Part 300, 34 C.F.R. Part 301, 511 IAC 7-44-1 through 10.

SUSPENSION AND EXPULSION OF STUDENTS (Board Policy 5610)

The School Board recognizes that removal from the educational programs of the Corporation, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this Corporation and one that cannot be imposed without due process since removal deprives a child of the right to an education.

No student is to be suspended and/or expelled from an activity, program, or a school unless his/her behavior represents misconduct or substantial disobedience while the student is 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; off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event.

In addition to the grounds specified 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 any unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Furthermore, a student may be suspended or expelled for bullying, regardless of the physical location in which the bullying occurred, whenever:

A. The individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and
B. Disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other to a safe and peaceful learning environment.

A Student Code of Conduct, approved by the Board, shall specify the procedures to be followed by school officials when administering this policy. In addition to the procedural safeguards and definitions set out in this policy and the student/parent handbook, the procedures set forth in Policy 5605 shall apply to students identified as disabled under IDEA.

For purposes of this policy and the Superintendent's administrative guidelines, the following definitions shall apply:

A. "Suspension" means any disciplinary action that does not constitute an expulsion whereby a student is separated from school attendance for a period not to exceed ten (10) school days. A student may be suspended for a longer period of time in accordance with the provisions of I.C. 20-33-8-23 pending expulsion.
B. "Expulsion" shall be the removal of a student from the schools of this Corporation for a period not to exceed the number of school days remaining in the school year in which the incident took effect, if the incident occurs during the first semester. If

the incident occurs in the second semester, the Superintendent may expel the student for the remainder of the current school year, summer school, and the first semester of the next school year in accordance with the provisions of I.C. 20-33-8-26.

Any student who brings a firearm, as defined in I.C. 35-47-1-5, or a destructive device, as defined in I.C. 35-47.5-2-4 to school or onto school property or at a school-related activity or is in possession of a firearm shall be expelled for at least one (1) calendar year unless the Superintendent reduces the punishment for reasons justified by the particular circumstances of the incident.

If the student brings a deadly weapon as defined in I.C. 35-31.5-2-86 onto Corporation property or is found to possess a deadly weapon on Corporation property or at a school-related activity, s/he may be expelled for a period of not more than one (1) calendar year unless the Superintendent reduces the punishment for reason justified by the particular circumstances of the incident. The Superintendent shall notify the law enforcement agency designated by the Prosecuting Attorney immediately when a student possesses a firearm, destructive device, or deadly weapon on school property or at a school-related activity.

The Superintendent shall ensure that a copy of this policy is sent to the State Department of Education as well as a description of the circumstances surrounding any expulsions for the above-stated firearms or weapons offense together with the name of the school, the number of students so expelled, and the types of firearms or weapons that were brought on Corporation property.

The Board of School Trustees has voted not to hear any expulsion appeals. Instead, appeals of expulsion must be filed with the County Court.

The Superintendent shall develop administrative guidelines which provide appropriate procedures for implementing this policy and comply with applicable statutes.

The Superintendent shall report all expulsions and second suspensions to the Bureau of Motor Vehicles in accordance with law and the Bureau's guidelines. I.C. 20-33-8-13.5 et seq., 35-31.5-2-86, 35-47-1-5, 35-47.5-2-4 20 U.S.C. 7151

ANTI-BULLYING (Board Policy 5517.01)

The Metropolitan School District of Lawrence Township is committed to providing a safe, positive, and nurturing educational environment for students to learn and achieve. The School Corporation promotes positive relationships between members of the school community. Therefore, bullying behavior between staff members or between staff and student third parties will not be tolerated. Bullying behavior causes physical, psychological, and emotional harm to students and interferes with their ability to learn and participate in school activities.

This Policy applies when a student is 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 school or a school activity, function, or event; or, using property or equipment provided by the school.

This Policy applies regardless of the physical location when:

A. The individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and

B. The bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying may take various forms, including, without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Bullying is prohibited by Metropolitan School District of Lawrence Township. Students who commit any acts of bullying are subject to discipline including, but not limited to, suspension, expulsion, arrest, and/or prosecution. The School Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

Definitions - Bullying

A. As defined by IC 20-33-8-0.2, "bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the

intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

1. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
2. Has a substantially detrimental effect on the targeted student's physical or mental health;
3. Has the effect of substantially interfering with the targeted student's academic performance; or
4. 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.

B. This term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:
   a. Participating in a religious event.
   b. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
   c. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
   d. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
   e. Participating in an activity undertaken at the prior written direction of the student's parent
   f. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Education
The School Corporation will provide training and/or instruction on anti-bullying prevention and policy to all students in grades 1 through 12, as well as staff, in accordance with Indiana law.

Reporting
Anyone who has knowledge of conduct in violation of this policy should immediately report the situation to an appropriate staff member such as a teacher, school counselor, or administrator (including the Superintendent). All staff who observe or receive a report of suspected bullying shall notify the principal or designated school administrator in charge of receiving reports of suspected bullying within the same day. In the event when allegations of bullying are reasonably substantiated, bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when a staff member believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to the extent permitted by law. The School Corporation will act appropriately to discipline staff members who receive a report of bullying and fail to initiate or conduct an investigation of a bullying incident and for persons who falsely report an incident of bullying. The School Corporation will act appropriately to discipline students or staff members who make false reports of bullying.

Investigation
The principal or designated school administrator shall investigate immediately all reports of bullying. Information relating to the investigation will be gathered using means including, but not limited to: witness interviews, request for written witness statements, record identification and review, and an assessment of whether bullying occurred.

Intervention/Responses
If a report of suspected bullying is substantiated through an investigation, then the School Corporation shall take appropriate intervention and responses as consistent with policy and procedure. The School Corporation will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors; and removal from any office for governing body members. Also, if the acts of bullying rise to the level of criminal offense the matter may be referred to law enforcement. The School Corporation may discuss the availability of counseling and other intervention services.

Parental Involvement
Parents are encouraged to be involved in the process of minimizing bullying. If a parent desires the assistance of the School Corporation to address a bullying situation, the parent must notify an appropriate school official of the situation in a timely manner. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parent notifications will occur in an expedited manner within two (2) school days after

the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and School Corporation policy.

The Superintendent is directed to develop appropriate procedures and guidelines related to reporting, investigating and interventions. I.C. 5-2-10.1, 20-20-8-8, 20-30-5-5.5, 20-33-8-0.2, 20-33-8-13.5, 20-34-6-1

WEAPONS (Board Policy 5772)

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a Corporation vehicle.

Generally, the possession of a firearm in or on school property, in or on property that is being used by a school for a school function, or on a school bus is a felony (I.C. 35-47-9-2) and is prohibited by Board policy. However, State law permits a person who may legally possess a firearm to maintain that firearm if it is locked in the person's trunk, kept in the glove compartment of the person's locked vehicle, or stored out of plain sight in the person's locked vehicle. This exception does not apply to students unless it is a high school student who is a member of a shooting sports team and the principal has approved the student keeping a firearm concealed in the student's motor vehicle on days the student is competing or practicing as a member of a shooting sports team. This exception also does not apply to former students if the person is no longer enrolled in school due to a disciplinary action within the previous twenty-four (24) months.

The term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health or safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (bombs, incendiary, grenade, Molotov cocktail, rocket with a propellant charge of more than four (4) ounces, etc.). A "knife" is defined as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." I.C. 35-47-5-2.5(a)

This policy will also encompass such actions as possession of look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent will report any student who violates this policy to the student’s parents or guardians and to the law enforcement agency having jurisdiction over the property where the offense occurs. The student also may be subject to disciplinary action, up to and including expulsion.

Exceptions to this policy include:

A. Items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved; (Working firearms and ammunition shall never be approved.)
B. Theatrical props used in appropriate settings;
C. Starter pistols used in appropriate school related sporting events;

I.C. 20-33-8-16, I.C. 20-33-9-1 et seq. I.C. 35-47-5-2.5 I.C. 35-47-9 20 U.S.C. 7151

DUE PROCESS RIGHTS (Board Policy 5611)

The School Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the Corporation's disciplinary procedures.

The Superintendent shall establish administrative guidelines to ensure that all members of the staff follow due process procedures when dealing with students. In addition, a statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents. I.C. 20-33-8-19

Administrative Rules for Student Discipline

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C.20-33-8, administrators and staff members may take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY -TEACHER:
   a) A teacher may remove a student from the teacher’s class or activity for a period of up to 1 day.
   b) Upon recommendation of the building principal or his/her designee may extend this removal for up to 5 school days.

c) If a teacher removes a student from class, administration may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. The student may not be placed back into the original class until the principal or designee has a meeting with the teacher, the student, and or a telephone conference with student's parents to determine an appropriate behavior plan for the student. If the parents do not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting, such as the Academic Reassignment Room.

2. SUSPENSION FROM SCHOOL - PRINCIPAL: A school principal (or designee) may deny a student the right to attend school and/or take part in any school function for a period of up to 10 school days [not to exceed 10 days].
3. EXPULSION: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

Grounds for Suspension or Expulsion

The grounds for suspension or expulsion listed in Section A below apply when a student is:

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

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience, but are not limited to the reasons for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
    a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
    b. Blocking the entrance or exits of any school building or corridor or room therein with room.
    c. Setting fire to or damaging any school building or school property.
    d. Prevention of or attempting to prevent by physical act or intimidation the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
    e. Continuously and intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other school personnel to conduct or participate in an education function.
    f. Use of pepper spray or mace inside school and/or school grounds except for purposes of self – defense.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property. Intentionally causing or attempting to cause physical injury or be having in such a way as could reasonably cause physical injury to any person. Action undertaken to the extent necessary to protect one's self or some other person from physical injury does not constitute a violation of this provision if the student is not able to obtain adult assistance to address the situation in a timely fashion.
6. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from any person or for the purpose of, or with the intent of, preventing the person from participation in school or school activities.
7. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
8. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

9. Possessing, handling, or transmitting a knife or gun or any object that can reasonably be considered a weapon is represented to be a weapon, or looks like a weapon or possessing, handling or transmitting live rounds of ammunition.
10. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, synthetic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

    Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

    1. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
    2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    3. The student has been instructed in how to self-administer the prescribed medication.
    4. The student is authorized to possess and self-administer the prescribed medication.
11. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, synthetic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
12. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products, be they available with or without prescription.
13. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form.
14. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
15. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
16. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
17. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
18. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
19. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
20. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
21. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
22. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
23. Sexual Harassment: Harassment is defined as physical, verbal, or nonverbal conduct directed at another student or any school employee or volunteer that is intimidating, demeaning, hostile, or offensive with an inappropriate focus on sex, sexual history, individual gender-based characteristics, or sexual orientation; unwelcome verbal or physical advances; attempts to subject a person to unwanted sexual attention or to coerce a person into sexual relations; and/or retaliation for refusal to comply with sexual demands. Sexual harassment includes unwelcome (1) sexual advances, (2) requests for sexual favors, or (3) other behavior of a sexual nature where: (A) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic, academic standing, or participation in a school sponsored program or activity; (B) submission to or rejection of such conduct by an individual is or may be used as the basis for an academic, employment, or other school-related decision affecting that individual; or (C) such conduct unreasonably interferes with an individual's academic and/or work performance, participation in school-sponsored programs or activities, or it creates an intimidating, hostile, or offensive working or educational environment provided by the school.

CONSEQUENCES: Parent contact; Loss of school privilege; Detention; In-school alternative program; Suspension (in-school or out-of-school); possible arrest; Expulsion.

24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:

a. engaging in sexual behavior on school property;
b. engaging in sexual harassment of a student or staff member;
c. disobedience of administrative authority;
d. willful absence or tardiness of students;
e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, weapons or illegal activity;
f. violation of the school corporation's acceptable use of technology policy or rules;
g. violation of the school corporation's administration of medication policy or rules;
h. possessing or using a laser pointer or similar device.

28. Using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
29. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

Gangs

A gang is defined as any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, violations of school rules, establishment of territory or turf or any actions that threaten the safety or welfare of others.

Possessing a Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
   - Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
   - The frame or receiver of any weapon described above;
   - Any firearm muffler or firearm silencer;
   - Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or any similar device;
   - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one half inch in diameter;
   - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
   - An antique firearm; or
   - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.
3. For purposes of this rule, a destructive device is:
   - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
   - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one half inch, or
   - a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent or designee shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

Possessing a Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule as defined in I.C. 35-31-2-86:
   - a weapon, Taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
   - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
   - a biological disease, virus, or organism that is capable of causing serious bodily injury.

3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent or designee shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

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

Threatening Behavior
Threats, Bullying and Assaults:
The Board believes that the physical, mental, emotional and social well-being of our students is a priority. Threats, bullying and assaults will not be tolerated. Students who commit such acts are subject to suspension, expulsion, arrest and/or prosecution.

Definitions:
Threats are statements of intent made either personally, through others, in writing or by use of technology (e.g. internet) to harm students, staff, or school property, including use of weapons or explosive devices.

Assault means inflicting injury or attempting to inflict injury on another person when coupled with the apparent present ability to do so. Assault includes attempting to cause physical harm with hands, feet, weapons or explosive devices.

Battery is when a student touches, hits, kicks or shoves another student or staff member.

Bullying means overt, repeated acts or gestures, including (1) verbal or written communications transmitted; (2) physical acts committed; or (3) any other behaviors committed by a student or group of students against another student with intent to harass, ridicule, humiliate or intimidate the other student. This rule applies when the bullying student is: (1) on school grounds before or during school hours, immediately; (2) off school grounds at a school activity, function or event; (3) using property or equipment provided by the school. All students may be required to attend informational sessions on the meaning of bullying and the possible repercussions of partaking in such activity.

Parent Involvement: Parents, are expected to be involved with school officials in the process of minimizing bullying as it is defined in this section. Parents should feel free to report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of correspondence. Conversely, parents and students suspected of being the victim of acts of bullying will also be notified. Parents of students who are disciplined for acts of bullying will be involved in the process as consistent with school policy on procedure.

Reporting: All parents and students should report suspected acts of bullying to an appropriate school official. In turn, all staff shall report or refer all suspected acts of bullying to a school administrator.

Investigation: Once a report of suspected bullying is received by the designated administrator, an investigation shall follow. The investigation should be facilitated by the administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including but not limited to interview and accumulation of suspected bullying correspondence.

Intervention: If a report of suspected bullying is substantiated through and investigation, then the school shall take appropriate disciplinary action as consistent with the school's policy and procedure for discipline. The chosen discipline for a student found to have violated the rules on bullying is subject to school disciplinary such as suspension and expulsion. Also, if the acts of bullying rise to the level of criminal offense, violating students will be referred to the proper authorities and risk arrest and/or prosecution.

Students making threats, either personally, through others, in writing or by use of technology (e.g. Internet), to do physical harm (including use of weapons and explosive devices) to students and/or staff, create psychological threats or threaten to destroy school property in any manner are subject to suspension, expulsion, arrest and/or prosecution. Prior to readmission to school, the Board of Education, or its designee, may require competent and credible evidence, including complete evaluation, from a psychologist or psychiatrist, that the student does not pose a risk of harm to himself or others.

Student Drug Testing (Board Policy 5530.01)

The administration shall have the authority to require any student to submit to a chemical test of the student's breath or urine if the administration has "reasonable suspicion" (as defined below) that the student is using or is under the influence of alcohol, marijuana or any controlled substance (as defined by Indiana law) while:

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

The administration also has the authority to require any student participating in athletics or other extra-curricular or co-curricular activities and any student issued a parking permit to submit to testing if the administration has reasonable suspicion to believe that the student has violated rules adopted by the school prohibiting such students from using or being under the influence of alcohol, marijuana or any controlled substance.

Reasonable suspicion may arise from the following:

a. A student's behavior, in conjunction with physical appearance and/or odor indicates the possible use of alcohol, marijuana or any controlled substance.
b. The student possesses drug paraphernalia, alcohol, marijuana or any controlled substance.
c. Information communicated to an administrator by a teacher, parent, other adult or a student indicating a student is using, possessing or under the influence of alcohol, marijuana or any controlled substance. (Any such report will be investigated by the administration and will be substantiated by other indicators, if deemed necessary.)

A chemical test of the student's breath and/or urine will be conducted in accordance with the adopted procedures. If any student tests positive, disciplinary action may be taken as outlined by the school's Student Handbook.

Students participating in privileges granted by the school such as parking or extracurricular activities are subject to restriction of those privileges as outlined by the school's Student Handbook and/or the respective athletic and extra-curricular/co-Curricular handbooks/guides.

A student's refusal to submit to the chemical test will result in the administration's proceeding with the appropriate disciplinary action. If a parent or guardian refuses to allow the test to be administered to their child, the disciplinary action will be taken as if the test were positive.

Drug Deferral Program:

Students who are found to be in violation of knowingly possessing or transmitting drugs or are under the influence of drugs including alcohol are subject to a 10-day suspension accompanied by a recommendation to the Superintendent for their expulsion from school. For first offense and upon review of the student's disciplinary record and the circumstances of the violation, the principal may at his discretion, recommend to the Superintendent that the student be given the option to enroll in an educational or counseling program of at least 10 hours and complete a drug assessment which includes a laboratory analysis.

With the second and subsequent offenses, the student will be subject to 10 days' suspension accompanied by a recommendation to the Superintendent for his/her expulsion from school.

Re-enrollment after the period of the expulsion requires the presentation of evidence that the student has received the professional intervention to assist with the substance involvement, if specified by a hearing examiner.

LAW ENFORCEMENT AND/OR GOVERNMENTAL AGENCY: INTERVIEWS OF STUDENTS ON SCHOOL PROPERTY (Board Policy 5540)

As used in this policy, an interview involves situations in which the student is not a suspect of the investigation. If the student is a suspect, then the policy regarding interrogations of students shall apply.

Interviews of students by law enforcement officers or other government agents on school property, without parent notification, will be permitted only if the principal or other designated staff member is present during the interview and one of the following circumstances apply:

A. The interview is essential to the student's immediate well being or the immediate well being of others; or
B. Conducting the interview with parent notification will further jeopardize the welfare of the student or others.

If neither of the two above circumstances applies, the student's parent shall be notified of the interview request before an interview is conducted.

Upon consultation with the law enforcement officer or government agent, the principal or other designated staff member need not be present if it is determined that such presence may impair the quality of the interview as, for example, interviews by child protective agencies.

This policy shall not preclude any school administrator or designee (including school safety officers) from conducting interviews regarding issues pertaining to school safety and discipline; or the student's ability to independently initiate a report to a law enforcement officer or government agent while on school grounds.

This policy applies to all students regardless of the age of the student.

SEARCH AND SEIZURE (Board Policy 5771)

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.

In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

A. School Property - School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device.

B. Student Person and Possession - Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours.

   Searches, pursuant to this policy, shall also be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-33-8-14.

   Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

   The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

C. Breath Test Instruments - Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

D. Use of Dogs - The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

STUDENT WITHDRAWL

If for any reason a student must withdraw from our school, he/she should report this fact with a written note from the parents or guardian to the Guidance Office at least one day before his/her last day of attendance. To ensure a smooth transition to the new school, the student must:

- Return all books and their laptop/accessories to the School Treasurer in the Main Office and pay any outstanding balance due,
- Complete the withdrawal form and return it to the Guidance Office. If moving within our Lawrence Township School District, a parent/guardian must provide documentation of the new address.