

# School City of East Chicago Code of Responsible Behavior

## Middle School

### *Purpose*

The goal of the **School City of East Chicago Code of Responsible Behavior** is to assist in the creation and maintenance of safe and caring schools so that learning can be the primary focus for all.

### *Philosophy*

The teaching of responsible behavior in School City of East Chicago Schools, in conjunction with the teaching of responsible behavior in our homes, is designed to produce behavioral changes that will enable students to develop self-discipline. Our intention is to utilize the process of discipline with the understanding that we all make mistakes as we learn and grow. Our desire is to instruct, to guide, and to help children to order themselves from the inside rather than having to impose order on them from the outside. Rather, we are concerned with the development of the ability to act with integrity, wisdom, kindness, and compassion when there's no external force holding students accountable for what they do. As we teach our children to behave responsibly, we must remember to balance our expectation for obedient behavior with our expectation for responsible behavior. Our practice will be to initially teach children to understand the required expectations for obedient behavior based upon laws and rules of our culture and civilization. Gradually we will guide children to assume increasing responsibility for making decisions for their individual behavior based upon their developing values and beliefs.

### *Rights and Responsibilities*

Every right has limitations and is always balanced against our responsibilities. The freedom of an individual or group to exercise rights stops when that exercise infringes upon the rights of others. Since the legitimate rights of some may, at times, be in conflict with the legitimate rights of others, it is necessary to recognize that rights must be balanced to protect as many persons as possible.

### *Tolerance*

Teachers and students should promote tolerance for the views of others, as well as for the rights of an individual to form and hold different opinions and beliefs. **School City of East Chicago's Commitment to Inclusiveness, Respect, and Civility** follows as an appendix to this document.

### *Access*

A student shall have access to, abide by, and be aware of the rules, rights, and responsibilities to which he/she is subject. Introduction and orientation to the code shall be provided.

### *Questions*

Questions or additional clarification may be directed to any teacher or building administrator. The entire text, including rights and responsibilities, is available in all school offices.

### *Due Process*

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

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

Any student recommended for expulsion shall be entitled to have the legal procedures provided by law followed prior to any decision being made as to that expulsion. Effective teaching of responsible behavior and self-discipline takes time because it requires an interaction with the student to:

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

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

### ***Special Education Students***

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

### ***Behaviors and Consequences***

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

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

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

**Academic Dishonesty** includes those behaviors that are delineated below:

General:

- A student must not intentionally use or attempt to use unauthorized materials, information, or study aids in any academic exercise.
- A student must not use external assistance on any "in class" or "take home" examination, unless the instructor specifically has authorized such assistance. This prohibition includes (but is not limited to) the use of tutors, books, notes, and calculators.
- A student must not submit substantial portions of the same academic work for credit more than once without permission of the present teacher.
- A student must not allow others to conduct research or to prepare any work for him or her without advance authorization from the instructor. This prohibition includes (but is not limited to) commercial term-paper companies and past papers of other students.
- Several students must not collaborate on a single project and turn in multiple copies represented implicitly or explicitly as individual work.

Fabrication:

- A student must not intentionally falsify or invent any information or citation in an academic exercise.

Plagiarism:

- A student must not intentionally adopt or reproduce ideas, words, or statements of another person without acknowledgment. A student must give due credit to the originality of others and honestly pay his literary debts.

Indebtedness should be acknowledged:

- Whenever quoting another person's actual words
- Whenever using another person's idea, opinion, or theory
- Whenever borrowing facts, statistics, or other illustrative material — unless the information is common knowledge.

Interference:

- A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes (but is not limited to) the theft, defacement, or mutilation of common resources to deprive others of the information they contain.

Facilitating Academic Dishonesty:

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

### **Consequences**

- The student will be given a zero for that particular work in that subject. (Grade will be affected by Academic Dishonesty or Report Card).
- The parents of the student will be contacted and advised of the offense, the immediate consequences, and future consequences should another violation occur.
- A mandatory parent-teacher-student-principal counselor conference will be held.
- The student and parents will be advised of the offense, the immediate consequences, and future consequences should another violation occur.
- Drop a letter grade in the subject for the period.
- If appropriate, membership in the National Honor Society will be revoked.
- Grade will be affected by Academic Dishonesty on Report Card.
- 1 Day In-School-Detention
- The student and parents will be advised of the student's receiving an "F" in the subject for the grading period.
- 1 Day Out-of-School Suspension

### **Attendance Policy**

The School City of East Chicago in compliance with the Indiana Department of Education attendance policy requires each student attend school 95% of the school year. This means that a student may only miss **nine excused days per year**.

Students who accumulate excessive absences during the school year will be referred to the appropriate personnel and the parent will be contacted:

- **After three absences, a telephone call will be made to the parent alerting them to the absences. If no telephone service is available then a letter will be mailed requesting the parent call the appropriate personnel.**
- **After six absences, the parent will be notified by letter and telephone. The student will be referred to the appropriate authorities. An attendance intervention plan will be developed.**
- **After nine absences, the parent will be notified by letter and telephone to inform them of the referral to the court program and appropriate state agency.**

### **Attendance Procedures: Call Off/Early Dismissal**

In order to be consistent in our record keeping, the School City of East Chicago has instituted the following procedures in regard to attendance. Please follow these procedures. The procedures for absences are:

- A parent must telephone the school in the morning on the day of the absence.
- Student with no home phone and on the **NO Phone List** must bring a note from a parent giving the reason for the absence and present it to the attendance secretary or classroom teacher the day the student returns to school. If the student forgets the note, an additional day will be given to bring a note. Failure to bring a parent's note will result in a truancy being recorded. **Notes will not be accepted after 24 hours.**
- Any student with verification of their absence should report to the Attendance/Main office prior to the start of the school day. An admit card will be given to the student. The admit card is to be presented to each teacher in the Junior/Senior High School, and to the student's teacher in the Elementary School.
- A student who has an appointment should bring a note from the parent verifying the appointment and the time the student is to leave school. It should be given to the Attendance/Main Office. The student will be given a Checkout slip which allows the student to leave class at the designated time. The student must then report to the Attendance/Main Office and have the parent sign them out. Upon return, the student is to sign back in.
- In an emergency, a parent should contact the Vice/Assistant Principal or Principal in order to release a student from school.
- Prearranged absences must be done through the Attendance/Main Office. The student should get the prearranged absence form from the Attendance/Main Office. The form should be signed by the parent and the student's teachers at the Junior/Senior High School and returned to the appropriate office.

### **Behavior: Cafeteria**

Appropriate Cafeteria Behavior is behavior that follows regulations set for students while in or traveling to or from the cafeteria. In order to ensure a clean and comfortable environment for all, students are asked to observe the following: 1) upon entering the cafeteria, take your place at the end of the service line; 2) when you have finished eating, leave your table and the floor around your table clean and free from garbage; 3) return all trays and silverware to designated areas.

**Inappropriate behavior may include but not limited to:**

- Horse playing
- Running
- Out of Seat without Permission
- Food Fighting
- Not disposing of Food Trays

### **Consequences**

- Verbal Reprimand
- Parent Contact
- 1-3 Progressive Lunch Detention
- 1-5 Progressive Lunch Detention
- Community Services

### **Behavior: Classroom**

Inappropriate Classroom Behavior is any combination of actions that interfere with, disrupt, or create disorder, including hitting and horse playing, to the extent that instruction cannot take place

### **Consequences**

- Overnight suspension with Parent Conference
- In-School Detention
- 1-3 Days Academic Alternative
- 1-3 Days Out-Of-School Suspension

### **Behavior: Hallway**

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

#### **Consequences**

- 1-3 Days Academic Alternative
- 1-5 Days Out-Of-School Suspension

**Bullying, Intimidation, Harassment, Extortion or Hazing** includes but is not limited to any aggressive or negative gestures, or written, verbal, or physical behavior that places another student in reasonable fear of harm to his or her person or property, or that has the effect of threatening, insulting, demeaning, or intimidating any student in such a way as to disrupt or interfere with the school and the school environment. In addition, soliciting, urging, or encouraging hazing is prohibited. Hazing occurs when any person knowingly requires the performance of an act by a student or the acquiescence to an act for the purpose of induction into, admission into, initiation into, affiliating with, holding office in, or maintaining membership in any group, organization, society, club, or athletic team whose members are or include other students. Students who exhibit patterns of bullying, intimidation, harassment, extortion or hazing will be recommended for expulsion. In addition, please note that failure to report any witnessed instance of bullying, intimidation, or hazing of another student may also be considered a violation of this code.

#### **Consequences**

- 1-3 Days Academic Alternative
- 1-3 Days Out-of-School Suspension
- 3-5 Days Out-of-School Suspension
- 10 Days Out-of-School Suspension
- Expulsion

### **Dress or Attire** – Mandatory Uniformity of Colors Policy

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

The intention of the Dress Code and Uniformity of Colors Policy is to maintain the orderly process of school functions and to prevent the endangerment of student health and safety.

#### **Compliance Measures**

- Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate or compromise reasonable standards of health, safety and decency.
- The Uniformity of Colors which students must wear is defined as follows:  
Solid Navy Blue bottoms (no logos or insignias other than small official recognized designer labels), navy blue pants, appropriately sized (no baggy/saggy pants), skirts, skorts, culottes, jumpers, knee length or longer shorts. Jeans, sweat pants/nylon athletic pants and/or spandex wear will not be acceptable at any time.

**Solid Navy Blue, Red or White collared tops; sweaters/sweat shirts may be worn over collared tops (no logos or insignias other than official recognized designer labels).** Solid color navy blue, red, or white long or short sleeved shirts or blouses with collars, polo shirts, turtlenecks and solid navy blue, red or white sweaters/sweatshirts (without hoods). **Shirts must not be oversized or excessively long and must be tucked in.**

**Solid Color Navy Blue, Red, White, Black or Brown Dress or Athletic Shoes (no logos or insignias other than official recognized designer labels).** Belts, shoes and shoelaces must be solid color.

#### **Exceptions**

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

### **Student Dress and Appearance Guidelines**

The School City of East Chicago has, therefore established the following guidelines and will not permit the following:

- Tank tops, brief shells, tube tops, halter tops, sleeveless shirts, body suits, leotard, shredded, cut or torn clothing.
- Cutoffs
- Bare midriff, miniskirts, and questionable fitting skirts.
- Unbuttoned shirt or blouse that exposes the body.

- Obscene or see-through clothing.
- Bare backs.
- Hats, both girls and boys, curlers, rollers, sweat band, scarves, gloves, and sunglasses.
- Outer garments which include coats, jackets, and hoodies during the school day.
- Any items of jewelry, clothing, and/or accessories that do not contribute to the positive health and educational climate of the school. If the student chooses to wear unacceptable items the school is not responsible for their loss or theft.
- Bare feet, house shoes, scuffs or Heelies or other skate/shoes are prohibited.
- Any item of dress or grooming, including outerwear, headbands, jewelry and colors that may represent an affiliation with an organization or group not recognized by The School City of East Chicago.
- Sculptured hair in any style or form is unacceptable.
- All electronic devices. The School City of East Chicago is not responsible for any electronic device that is lost or stolen. Disciplinary action will be taken if electronic devices are used at school; this may include but is not limited to confiscation for a minimum of five school days
- Unfastened belts
- Layering of shirts other than red, white, or navy blue

#### **Consequences**

- Change Clothing
- Parent Contact
- In-School Detention
- Social Work and/or Student Support Team
- 1-3 Days Out-of-School Suspension

#### **Drugs/Alcohol:**

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

#### **Consequences**

- Parent Contact
- Police Contact
- 10 Days Out-of-School Suspension pending expulsion

#### **Drug Paraphernalia:**

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

#### **Consequences**

- Parent Contact
- Police Contact
- 10 Out-of-School Suspension pending expulsion

**Fighting (Bruising, Assault, Battery)** includes those instances in which harmful or offensive contact occurs with another person or the apprehension that harmful or offensive contact with another person will occur.

#### **Consequences**

- Parent Contact
- 1-3 Days Out-of-School Suspension
- 3-5 Days Out-of-School Suspension
- 10 Days Out-of-School Suspension pending expulsion

#### **Fighting (Pushing and Shoving) or Fight Instigation**

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

#### **Consequences**

- In-School Detention
- Progressive In-School Detention
- Progressive Out-of-School Suspension
- Aggravated offenses can lead to expulsion

**Forgery/Deception/Misuse** is the alteration or falsification of documents (i.e., passes or permission slips) or signatures.

**Consequences**

- Parent Contact
- Progressive Security
- Progressive Out-of-School Suspension
- 10 Days Out-of-School Suspension pending expulsion

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

**Consequences**

- Parent Contact
- Progressive In-School Detention
- Progressive Out-of-School Suspension
- 10 Days Out-of-School Suspension pending expulsion

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

**Consequences**

- 1-3 Days Out-of-School Suspension
- 3-5 Days Out-of-School Suspension
- 10 Days Out-of-School Suspension pending expulsion

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

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

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

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

- Verbal harassment or abuse.
- Repeated remarks to a person with sexual or demeaning implications.
- Unwelcome touching.
- Pressure for sexual activity.
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, or promotion.

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

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

**Specific Prohibitions**

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

### **Student and Employee Responsibility**

- Anyone who believes that a violation of the Corporation's harassment policy has occurred is encouraged and has the responsibility to address and/or report the alleged violation immediately in a manner consistent with Corporation Guidelines. All complaints shall be handled in the manner outlined in School City of East Chicago Board Policy and Administrative Guidelines.

### **Complaint Procedures**

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

### **False Reporting**

- Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to disciplinary actions consistent with Board policy.

### **Consequences**

- 1-3 Days Out-of-School Suspension
- 3-5 Days Out-of-School Suspension
- 10 Days Out-of-School Suspension pending expulsion

**Inappropriate Language or Gestures Directed Toward Staff** include behaviors and actions directed toward staff members that are reasonably considered profane, vulgar, lewd, or obscene, and are prohibited. A student will not verbally, electronically or by written words, photographs, or drawings direct profanity to any school personnel or adult volunteer nor insult any school personnel/volunteer by obscene gestures.

### **Consequences**

- Parent Contact
- Progressive In-School Detention
- Progressive Out-of-School Suspension
- 10 Days Out-of-School Suspension pending expulsion

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

**Specific Reference to the School City of East Chicago Technology Policy should be made for a more specific description of definitions and consequences.**

### **Consequences**

- Parent Contact
- Progressive In-School Detention
- Progressive Out-of-School Suspension
- 10 Days Out-of-School Suspension pending expulsion

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

### **Consequences**

- In-School Detention for a period
- After School Detention
- Progressive In-School Detention
- Progressive Out-of-School Suspension
- 10 Days Out-of-School Suspension pending expulsion

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

### **Consequences**

- Parent Contact
- Progressive In-School Detention
- Progressive Out-of-School Suspension
- 10 Days Out-of-School Suspension pending expulsion

**Lockers** are provided to students, and a locker remains the property of the school and may be opened at any time by school officials. It is important for students to keep all valuable possessions at home. Students should not misuse or abuse their lockers, as it will be considered an act of vandalism. The school is not responsible for personal property stolen from lockers. Students should not share their lockers or give their locker combinations to others. **Please note that the school reserves the right to inspect and search lockers, parking lots, and other school property and equipment owned or controlled by the school district as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant.**

**Consequences**

- Parent Contact
- After School Detention
- In-School Detention
- Out-of-School Suspension

**Loitering**

Loitering, gaping, cheering, or obstructing the vicinity of a fight is prohibited.

**Consequences**

- Parent Contact
- Verbal Warning
- After School Detention
- In-School Detention
- Out-of-School Suspension

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

**Consequences**

- Parent Contact
- After School Detention
- In-School Detention
- Out-of-School Suspension

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

**Consequences**

- Parent Contact
- Verbal Warning
- After School Detention
- In-School Detention
- Out-of-School Suspension

**Possession or Use of Portable Electronic Equipment:** Students are extended the privilege of possessing cell phones; however, their use is limited to non-school days or after school has concluded for the day. Whenever school is in session, cell phones and pagers may not be used. These devices must be turned to the off position, not be visible, nor be used prior to the end of the school day. This rule is also in effect after school and on school days where a quiet atmosphere is necessary, such as the media center, computer labs, detention areas and at public performances. This rule applies to the use of cell phones, PDA's, laser pointers, CD players, iPods, or any other telecommunication device or technological device while the student is in school. The school is not responsible for the loss of such devices by students who do not adhere to this policy.

**Consequences**

- Confiscate – Parent Pick-Up
- Confiscated 3-5 days
- After School Detention
- In-School Detention
- Out-of-School Suspension

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

## **Consequences**

- Parent Contact
- Verbal Warning
- After School Detention
- In-School Detention
- Out-of-School Suspension

**Sexual Misconduct, Assault, Intercourse, Rape** is prohibited. Sexual Misconduct toward a student, staff and yourself in any fashion is prohibited. A student will not engage in conduct which would appear to the ordinary observer to be sexual misconduct, sexual exposure or masturbation. Included in sexual misconduct are actions involving minor touching of a sexual nature, with or without consent of the other party.

## **Consequences**

- 10 days Out-of-School Suspension pending expulsion

**Tardiness to Class (per nine weeks)** is the act of not being in the assigned classroom at the time the bell rings to begin class. A student's tardy offenses begin accumulating with each semester.

## **Consequence Ladder for Tardiness**

If a student is tardy to class, the following penalties may be assigned:

1 <sup>st</sup> & 2 <sup>nd</sup> Tardy	Teacher records tardy.
3 <sup>rd</sup> Tardy	Teacher records tardy and <b>one absence</b> , and informs student.
4 <sup>th</sup> & 5 <sup>th</sup> Tardy	Teacher records tardy. Teacher issues a detention & refers Student to Guidance Counselor. Parents will be notified.
6 <sup>th</sup> Tardy	Teacher records tardy and a <b>second absence</b> . Teacher also sends a disciplinary referral to the student's Dean.
7 <sup>th</sup> & 8 <sup>th</sup> Tardy	Teacher records tardy. Teacher issues a detention & refers student to Guidance Counselor. Parent will be notified.
9 <sup>th</sup> Tardy	Teacher records tardy and a <b>third absence</b> . Teacher also sends a discipline referral to the student's Dean. Parents will be notified.
10 <sup>th</sup> -12 <sup>th</sup> Tardy	1 day Out-of-School Suspension and Social Probation
13 <sup>th</sup> -15 <sup>th</sup> Tardy	2 days Out-of-School Suspension and revocation of work permit in accordance with IC 20-33-2-11
16 <sup>th</sup> -18 <sup>th</sup> Tardy	3 days OSS and notification sent to Indiana Department of Motor Vehicles recommending revocation of driver's license in accordance with IC 20-33-2-11.

**Discipline including but not limited to expulsion or alternative education placement.**

**Threat Against or Attack on a Staff Member** includes but is not limited to any aggressive or negative gestures, or written, verbal, or physical behavior that places a staff member in reasonable fear of harm to his or her person or property, or that has the effect of threatening, insulting, demeaning, or intimidating any staff member in such a way as to disrupt or interfere with the school and the school environment. Such behavior is prohibited.

## **Consequences**

- Police Contact
- 10 Days Out-of-School Suspension
- Expulsion

## **Tobacco Products**

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

## **Consequences**

- Confiscate/Parent or Police Contact
- Progressive Out-of-School Suspension

## Transportation Behavioral Expectations

Listed below are the expectations for students' behavior while they are being transported via any school vehicles. For the purposes of this document the following expectations reference bus transportation but are to be considered expectations that will apply to students transported in any school vehicle.

### Bus Riders

A. Prior to loading (on the road and at the school) students are required to:

1. Be on time at their assigned bus stop. Policy allows a five (5) minute leeway in the scheduled arrival time of the school bus. The driver is responsible for keeping his/her bus on schedule and cannot wait if a student is not present at the scheduled stop at least five (5) minutes prior to the scheduled pick-up time.
2. Stay off the roadway or street while waiting for the bus. Bus riders are to conduct themselves in a safe manner while waiting.
3. Wait until their bus comes to a complete stop and the stop arm is out before attempting to board. Board in an orderly manner and immediately take their seats.
4. Practice rules of safe behavior as they go to and from their assigned bus stop.

B. While on the bus students are required to:

1. Keep all body parts and possessions inside the bus.
2. Assist in keeping the bus clean and sanitary. Trash goes in the waste container at the rear of the bus.
3. Talk quietly and avoid acting in any manner that distracts the driver's attention away from driving. This includes but is not limited to teasing others, horseplay, throwing objects, etc.
4. Refrain from tampering with any bus equipment.
5. Keep books, lunches, and other articles in their possession.
6. Sit in the seat assigned by the driver. They are to remain in their seats while the bus is in motion, and students will be held responsible for the condition of the assigned seats surrounding them.
7. Be **ABSOLUTELY** quiet while approaching a railroad crossing. Students will remain quiet until the bus has cleared all sets of railroad tracks.
8. In case of an emergency, remain in their assigned seat on the bus unless instructed by the driver to leave.
9. Refrain from eating or drinking, chewing gum or having any other objects in their mouth when on the bus.
10. Leave radios, tape recorders, beepers, cell phones, live animals, or glass bottles **at home**.
11. Keep musical instruments on their lap or under their seat.
12. Refrain from the use of profanity, swearing, or any offensive language.
13. Board and get off at the regularly assigned bus stop. In case of an emergency, contact the building administrator.
14. Use emergency bus exits **only** at the direction of the driver.
15. Close windows before getting off the bus.

C. After leaving the bus students are required to:

1. Cross the road by passing at least ten (10) feet in front of the school bus, only after looking in both directions to be sure no traffic is approaching.
2. **NEVER** cross behind the bus for any reason.
3. Move immediately away from the bus and refrain from hitting or throwing things at the bus.

D. Drivers will dismiss transfer students five (5) minutes before school dismissal. Transfer students will go directly to their assigned busses.

E. These rules and regulations will apply to any trip under school sponsorship.

F. Any infraction of the above rules and regulations will result in the driver proceeding with the steps listed under "Consequences" below.

### Parents

A. Students are to arrive at their assigned bus stop at least five (5) minutes prior to the scheduled arrival time of the bus. Parents are to regulate their children's arrival so that it will not result in a long wait. The policy allows five (5) minute flexibility before or after scheduled arrival time.

B. Parents are expected to know bus rules and procedures and support the school in effective enforcement.

C. Suspension of bus privileges does not mean suspension from school. Parents are required to transport their children to school. Lack of attendance will be considered truancy.

- D. Parents must accept responsibility for student behavior at the bus stop. Where a large number of students are assigned to a stop, parents are expected to share supervision responsibilities.

### **Drivers**

Drivers will make every effort to maintain appropriate student behavior on the bus.

A Driver/Safety Committee member will telephone parents when problem behavior begins.

1. When these efforts are no longer effective, the driver will submit a written referral to the Transportation Director.
2. Written referrals will be reviewed by the Director and Safety Committee.

### **DUE PROCESS**

In all instances of disciplinary action, the rights of students and parents will be carefully observed and respected. Students and parents will be informed of rules and expectations and will be informed of procedures and consequences. In specific incidents, parents wishing to appeal must refer to and follow the appeals process found in the transportation policy.

### **CONSEQUENCES**

- A. The first (1<sup>st</sup>) referral will result in parent contact in all but the most serious infractions.
- B. The second (2<sup>nd</sup>) referral will result in parent contact and a formal written warning in all but the most serious infractions.
- C. After the second (2<sup>nd</sup>) referral, a student who violates these rules shall be subject to disciplinary action that may include a meeting with the parents, loss of riding privileges for a period (determined by the severity of the infraction) or permanent loss of bus riding privileges.

In the case of more serious irresponsible behavior, the following consequences will be assigned:

- A. In addition to a meeting with the parents, possible loss of riding privileges for a period (determined by the severity of the infraction) or permanent loss of bus riding privileges, students who violate any of the above rules shall be subject to the disciplinary measures provided for in the Code of Responsible Behavior including suspension or expulsion.
- B. In cases where the law has been broken, penalties may further result in a report being filed with local law enforcement officials with criminal proceedings to follow.

### **SERIOUS IRRESPONSIBLE BEHAVIORS**

- A. POSSESSION OF FIREWORKS
- B. EXTORTION AND INTIMIDATION (*of*)
  - a. BUS DRIVER
  - b. MONITOR
  - c. STUDENTS
  - d. POLICE OFFICERS
- C. GAMBLING
- D. THROWING OBJECTS (*at*)
  - a. BUS DRIVER
  - b. MONITOR
  - c. STUDENTS
  - d. POLICE OFFICERS
- E. DAMAGING PERSONAL PROPERTY
- F. DISORDERLY CONDUCT
- G. MALICIOUS PROPERTY DAMAGE – Student or parent will be financially responsible for damage.
- H. INSUBORDINATION
- I. EMERGENCY ALARM / EXITS OR REPORT OF FIRE / EXPLOSIVE DEVICE
- J. POSSESSION OF WEAPONS / FIREARMS
- K. BATTERY, ASSAULT, PROVOCATION (*against*)
  - a. BUS DRIVER
  - b. MONITOR
  - c. STUDENT
  - d. POLICE OFFICER
- L. SMOKING
- M. SUBSTANCE ABUSE
- N. BEING UNDER THE INFLUENCE / POSSESSION / DEALING DRUGS OR ALCOHOL

### **Truancies:**

Any student who is absent from school or class without his/her parent or legal guardian or school's knowledge will be considered truant. Any absence that is not phoned in or verified by a parent or legal guardian within three (3) days of the student's return will be labeled as truant. Truancies accumulate throughout the school year. Should a student be found truant from school, the child's parent will be contacted and relevant legal authorities may be notified. Student truancy may be considered an act of academic misconduct, which may result in loss of credit that class period(s) and may be subject to disciplinary action. Student truancy from school will result in:

#### **1-3 Truancies**

- Letter sent home to student's parents/legal guardians  
After-School Detention, After-School Class, In-School Detention

#### **4-6 Truancies**

- All of the preceding **AND**
- 1-3 Days Academic Alternative
- 1-3 Days Out-of-School Suspension

#### **7-9 Truancies**

- All of the preceding **AND**
- 3-5 Days Out-of-School Suspension

#### **10 or More Truancies**

- All of the preceding **AND**
- Excessive truancy letter sent home to parent/legal guardian
- Written Consent to Release Pertinent Medical Information (completed by the parent/legal guardian) and a Letter of Incapacity (completed by both the parent/legal guardian and physician) must be provided to the school
- Referral to Project Attend, the Juvenile Justice System, and/or other relevant authorities or alternative education placement
- Disciplinary action including but not limited to suspension or expulsion from school or placement in an alternative education setting

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

#### **Consequences**

- 1 Day Academic Alternative
- Loss of Privileges
- 3-5 Days Academic Alternative
- 1-5 Days Out-of-School Suspension
- Social Probation

#### **Unlawful Activity - Mandatory Expulsion**

A limited number of offenses constitutes the basis for expelling a student. The school principal, finding a student has committed, attempted to commit, aided or abetted in the commission of, conspired to commit, or participated in any manner, even though unaccomplished, in the commission of any of the following offenses, will submit a recommendation to the superintendent of schools that the student be expelled from school attendance. The principal will immediately notify the police when a criminal offense in this category is committed.

##### **1. Drugs**

A student will not possess, use, offer to buy or sell, purport to see and/or sell a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, or alcohol. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school.

##### **2. Physical Assault**

A student will not physically attack school personnel.

##### **3. Dangerous Weapons**

A student shall not possess, handle, transmit, or use as a dangerous weapon an instrument capable of harming another person. Dangerous weapons include, but are not limited to:

- a. **Firearms** – A student shall not possess, handle, transmit, conceal, nor use a firearm. Students violating the firearms prohibition shall be expelled for one calendar year.

b. **Knife** – A student shall not possess, handle, transmit, conceal, nor use a knife. Students violating the prohibition against knives shall be expelled for one calendar year.

**4. False Fire Alarm or Bomb Report/Tampering with Fire Alarm System**

Unless an emergency exists, a student will not willfully sound a fire alarm or cause to be communicated that a bomb is located in a building owned by the SCEC. These acts are prohibited irrespective of the whereabouts of the student. A student will not destroy, damage, nor otherwise tamper with a fire alarm system in a school building.

**5. Starting a Fire**

A student will not willfully by means of fire cause harm to property or any person nor participate in the burning of property nor any person.

**6. Robbery**

A student will not take nor attempt to take from another person any property by force or threat of force, expressed or implied.

**7. Extortion**

A student will not make another person do any act against his will by force, nor threat of force, expressed, nor implied.

**8. Sexual Assault**

A student will not sexually attack nor abuse anyone.

**9. Indictment**

If an indictment of juvenile warrant is issued for a student, the principal will, upon notification of that indictment or juvenile warrant, recommend to the superintendent that the student be expelled.

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

**Consequences**

- Police Contact
- Restitution
- 3-10 Days of Out-of-School Suspension
- Expulsion

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

**Consequences**

- Police Contact
- Restitution
- 1-10 Days Out-of-School Suspension
- Expulsion

**Weapons/Explosive Devices:** No student shall possess, handle, or transmit any weapon or destructive device while on school property. The following devices, while not a complete list, are considered weapons or explosive devices under this rule: 1) any weapon that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; 2) any destructive device that is an explosive, incendiary, or poison gas bomb, grenade, or rocket having a propellant charge of more than 4 ounces; 3) any missile, rocket, or similar device having an explosive or incendiary charge of more than one quarter ounce; 4) any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two preceding examples, and from which a destructive device may be readily assembled; 5) any explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than 4 ounces, a missile having an explosive or incendiary charge of more than one quarter ounce, a mine, a Molotov cocktail, or any device that is substantially similar to any of the items described above; 6) any knife, taser, electronic stun gun, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury; 7) bullets or gun ammunition of any kind.

**Consequence**

- Police Contact
- 5-10 Days Out-of-School Suspension
- Expulsion