

# **WEST LAFAYETTE JR/SR HIGH SCHOOL**

## **CODE OF CONDUCT**

### **2020-2021**

The following sections set forth the rules of the Code of Conduct to which students are expected to conform. Enforcement of such sections shall not only be in accordance with the rules and regulations set forth therein, but also in accordance with the policies of the Board of School Trustees of the West Lafayette Community School Corporation and Indiana Codes relevant to the operations of the public schools. The rules you are about to read in the Code of Conduct supplement are in addition to the school's broad, discretionary authority to maintain safety, order, and discipline inside the school zone. The rules support, but do not limit the school's authority.

#### **I. GROUNDS FOR SUSPENSION OR EXPULSION**

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 teacher may remove a student from the teacher's class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school 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.

#### **NOTE:**

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. Student Misconduct and/or Substantial Disobedience**

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

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 intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
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.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
9. 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.

10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic 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.
  - a. 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 had 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.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. 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.
14. Possessing, using, distributing, purchasing, or selling tobacco products or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use of electronic nicotine delivery systems.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing 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.
17. 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.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking or displaying 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.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
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 that could result in harm to another person.
26. Use or possession of 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, or illegal activity, or is plainly offensive to school purposes;
  - 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. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-alike 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. Student forgery and/or illegal possession of official school documents such as Final Exams, teacher textbooks, teacher grade books, office and teacher passes, is prohibited. Forgery includes but is not limited to: falsifying signatures and impersonation of phone calls of parents, staff members, physicians, medical professionals, or other persons.
30. Students who fail to show respect to teachers, administrators, and staff members (substitute teachers, bus drivers, secretaries, custodians, cafeteria personnel, etc.) at all times. Profanity, threatening remarks, posturing, and obscene or offensive language or gestures by students directed toward a staff member on or off campus are prohibited.
31. Disciplinary powers of principals: (IC 20-33-8-10) (a) a principal may take any action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes. (b) subsection (a) allows a principal to write regulations to govern student conduct. A written document cannot provide for all contingencies that could or might occur during the course of a school year any more than it can anticipate every eventuality that might arise in any of the areas covered in this Code of Conduct. Therefore, the West Lafayette Schools administration has the right to take appropriate action when dealing with items, issues and situations, etc. not outlined in this Code of Conduct, and in doing so, apply any reasonable and appropriate disciplinary measure(s) when needed.

## **B. Bullying**

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
  - a. Categories of Bullying as defined by the IDOE
    - Physical – This category involves hurting a person's body or possessions. This category also includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.
    - Verbal – This category involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.
    - Social/Relational – This category involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.
    - Electronic or Written Communication – This category involves cyber-bullying, collective or group note writing, and bullying undertaken through the use of electronic devices or by using social media.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar 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:
  - places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - has a substantially detrimental effect on the targeted student's physical or mental health;
  - has the effect of substantially interfering with the targeted student's academic performance; or
  - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the school administrator who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the building principal or designee. This report may be made anonymously.
5. The building principal or designee shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The building principal or designee has the authority to investigate any claim and to speak with any student prior to notifying the parent or guardian. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken. However, information about student discipline and consequences can only be shared with a child's parent or guardian. Parents or guardians cannot receive information about other students who might be involved.
6. The building principal or designee will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action

or sanctions if the investigation of the report finds it to be false.

8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
10. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

LEGAL REFERENCE: I.C. 20-33-8-0.2

I.C. 20-33-8-13.5

### **C. 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
  - 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 shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

### **D. 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 as defined in I.C. 35-41-1-8:
  - 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.
  - 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 of suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

### **E. 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.

#### **F. Legal Settlement**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

LEGAL REFERENCE: I.C. 20-33-8-1 et seq. I.C. 35-41-1-8  
I.C. 35-47.5-2-4 I.C. 35-47-1-5

#### **G. Social Media**

Students shall not, at any time, either on or off of school grounds, post, share, or otherwise communicate any message, content, video, link, comment, or other information on or in any social network, blog, website, Internet forum or platform that violates Section A (Student Misconduct and/or Substantial Disobedience) or Section B (Bullying) of the Code of Conduct including, without limitation, threatening, racist, or bullying message, content, video, links, comment, or other information. Notwithstanding any provision of the Code of Conduct to the contrary, any student who violates this provision shall be subject to suspension, expulsion, or other discipline.

## **II. SUSPENSION AND EXPULSION PROCEDURES**

### **SUSPENSION PROCEDURE**

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

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

### **EXPULSION PROCEDURE**

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent is given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and will contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
5. If an expulsion meeting is held, the expulsion examiner will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.
6. In accordance with Indiana Code and per School Board Policy 5611, the Board of School Trustees shall not hear appeals from any student expulsion.

LEGAL REFERENCE: I.C. 20-33-8-18 20-33-8-0.2  
I.C. 20-33-8-19 20-33-8-34

## **JUNIOR – SENIOR HIGH SCHOOL POLICIES**

### **I. ATTENDANCE POLICY AND PROCEDURES**

Rationale:

- Regular school attendance is a valuable characteristic and crucial to student success in the classroom.
- There are legitimate reasons for students to miss school.
- Courses progress when a student is not in attendance.
- It is legitimate and proper for the school to set time limits of controllable absences from school beyond which students may lose credit in a course or be recommended for expulsion.

#### Minimum Attendance Rule:

Because learning (and the opportunity to earn high school credit) may be negatively impacted by excessive student absences, types of absences are categorized as either EXEMPT from the Minimum Attendance Rule or NON-EXEMPT from the rule. Descriptions of the types of absences in each category may be found in this section. The maximum number of non-exempt absences allowable in any credit class per semester without consequence shall be nine (9). Beginning with the tenth (10<sup>th</sup>) non-exempt absence in a credit class in one semester, a student will be assigned to a morning detention or in-school detention depending on the number of affected class periods. If a HS student accumulates an 11<sup>th</sup> non-exempt absence in a credit class in one semester, he or she will be removed with loss of credit and assigned to a study hall as long as they continue to be enrolled in a minimum of five (5) credit classes for the semester. HS students not working toward the minimum load may be recommended for expulsion. JH students will be assigned to a non-credit JH class.

In HS study halls and JH non-credit classes, students with 10 or more non-exempt absences will be assigned a detention for a 10<sup>th</sup> absence and 11<sup>th</sup> absence. A full day In-School Detention will be assigned for each non-exempt absence 12 and beyond. Chronic attendance violations, defined as 13 or more non-exempt or unexcused absences, may result in a recommendation to Tippecanoe County Truancy Mediation program or OSS with a recommendation for expulsion.

#### Exempt Absences:

The following absences are exempt from the minimum attendance policy.

1. Absences due to medical or dental appointment with verification from a health professional.
  - (a) A health professional appointment form should be obtained by the student from health professional's office upon completion of the appointment. This form should be completed and signed by an official at the office of the health professional and must include date and time of appointment. The completed form should be returned to the attendance office for the absence to be made exempt.
  - (b) If the appointment takes place during the school day, students must sign out and in with the attendance clerk or in the high school office.
2. Hospitalization or students homebound with a medical condition with verification from a medical doctor.
3. Personal illness due to an acute or chronic condition with verification from health professional.
4. Other exempt absences:
  - (A) Serving as a page in the State Legislature (Indiana statute).
  - (B) Legislated exemptions to compulsory attendance (Indiana statute).
  - (C) Mandated court appearances (Indiana statute).
  - (D) Death of member of household or immediate family. "Immediate family" is interpreted as including father, mother, brother, sister, legal guardian, grandparent, aunt, uncle, and first cousin.
  - (E) Recognized religious holidays which are celebrated in the family's faith.
  - (F) School business approved by the Board of Education or its designee. All activities processed on the "Field Trip Approval Form" and which interrupt the instructional day are considered in this category.
  - (G) Three (3) days total during Junior and Senior years for college or vocational school visitation. A parental request at least one day prior to the visit and verification after the visit by college/vocational school personnel must be presented to the attendance clerk.
  - (H) Personal, physical, or emotional emergency situation requiring consultation with an appropriate staff member. Absence will be verified by staff member with a school pass.
  - (I) Absences due to assignment to school disciplinary suspension (ISD/OSS/Expulsion).

#### Exempt Absences and Written Verification:

Written verification must be presented for all types of exempt absences. To be counted as exempt, a written excuse must be turned in to the Attendance Office within 48 hours following the student's return to school. A valid medical excuse is any document originating from the office of a medical professional with date and time of appointment.

#### Non-Exempt Absences:

All other absences except those caused by school disciplinary suspensions and absences declared as truancy shall be considered Non-Exempt. The two types of student absence that fall into this category are Parent Approved and Unexcused. Parents may use a parent approved absence up to nine times in each credit class per semester without their student violating the policy. Due to issues which prevent adequate supervision, students who are reported absent due to a parent-approved absence are not permitted to come in to the building for any reason. Non-Exempt absences not verified with the attendance clerk (746-0414) or a school administrator within 48 hours will become unexcused causing a grade reduction of 1% assessed at the end of the next quarter grading period.

#### Attendance Intervention Procedure:

When a student has accumulated five (5) non-exempt absences, parents or guardians and the student will be notified via email by Skyward. Questions about these absences or the attendance policy in general, should be directed to the Administration (or designee) in charge of attendance. When a student accumulates seven (7) non-exempt absences, the Administrator in charge of attendance will meet with the student to discuss the attendance policy and consequences for exceeding the number of non-exempt absences allowed by policy. The parent or guardian of the student will be notified of the absences both by US Mail and through the Skyward system. When a student accumulates nine (9) or more non-exempt absences, the student will meet with the Administrator in charge of attendance to review academic consequences that will occur with excessive absences. In addition, a parent/guardian conference will be offered to discuss these attendance issues and consequences for additional non-exempt absences.

#### Planned Absences:

When absences are planned in advance, the parent and student should notify the school and the teachers as early as possible to arrange for make-up work.

#### Field Trips:

Students must be in good standing with attendance to be allowed to attend field trips. Permission to attend field trips may be granted or denied on a case-by-case basis.

#### Reporting Attendance to the Attendance Office:

Information concerning a student's absence must be reported to the Attendance Office by 10:00am on the day of absence. To leave a message (24/7) parents may call the Attendance Line (746-0414) or email: [bonnellj@wl.k12.in.us](mailto:bonnellj@wl.k12.in.us)

#### Student Sign Out and Sign In:

Students may not leave school during the school day without prior verbal or written permission from their parent/guardian or excused by the school nurse due to a medical reason. Failure to communicate this information to the Attendance Office by not signing out in the office in advance of exiting the building will result in missed time being marked as unexcused with a grade reduction of 1% in each affected class, or detention if the violation occurs during a study hall or non-credit class. For reasons of safety and accountability, students must sign-in at the office upon arrival to school (if arriving after the school day has begun or returning from an appointment). Failure to do so could result in a grade reduction or other disciplinary consequence. In the event of an emergency, student safety becomes our utmost priority. These guidelines will greatly assist school personnel as they account for students. This will also provide assistance to parents wishing to contact their children who may have left the building for personal business.

#### Make-up Policy:

All work, including homework, quizzes, tests, projects, or other graded assignments, missed due to verifiable absences (exempt or non-exempt) may be made up for full credit. It is the student's responsibility to arrange to complete missed work in cooperation with their individual teachers. As a rule, the same number of days will be given to make up work as the total length of the absence. However, in the case of assignments made one week or more before the due date when the student was present, work is due the day the student returns to school. Individual teachers will explain their specific make-up policy as a part of their Course Expectations and Policy given to all students at the start of the course. If the absence was planned, (i.e. family trip, field trip) the student is expected to meet with their individual teachers prior to departing to arrange a schedule with due dates to complete any missed work.

#### Incomplete grades

Students who receive an incomplete grade on their report card should make arrangements with their teacher to get the missing work made up as soon as possible in order to change the incomplete to a letter grade. If the work remains incomplete after nine weeks, the grade will be averaged with no credit for the missing work. Teachers are normally available before and after school to assist students needing to complete make-up work. It is the responsibility of the student to get the missing work made up or make arrangements to meet with the teacher for assistance with the process.

#### Truancy/Habitual Truancy

Truancy is the refusal of a student to attend an entire class period without parent or guardian or school approval. A habitual truant is a student who is determined to have engaged in truancy on four occasions for at least one class period up to an entire school day. There may be only one truancy incident for any given school day. Truancies accrue over the entire school year. Reports will be made to local and state agencies regarding students who have been identified as habitual truants as required by law.

#### Consequences:

- a. First truancy: The student's parent(s) or legal guardian(s) will be notified by phone, email, or letter of the student's truancy. Upon verification of the first truancy, the student will receive a 2% grade reduction in the present grading period for each hour declared truant.
- b. Second truancy: The student's parent(s) or legal guardian(s) will be notified by phone, email, or letter of the student's truancy. Upon verification of the second truancy, the student will receive two (2) lunch detentions.
- c. Third truancy: The student's parent(s) or legal guardian(s) will be notified by phone, email, or letter of the student's truancy. Upon verification of the third truancy, the student will receive one (1) day of In-School Detention (ISD). A conference with the student, the parent(s) or legal guardian(s), and a school administrator will be offered.
- d. Fourth truancy: Upon a fourth truancy, the student will be considered a habitual truant, will receive an Out-of-School Suspension, and will be recommended for expulsion to the Superintendent. In addition, for students under the age of 18, the Indiana Bureau of Motor Vehicles will be notified of the expulsion, at which point an Indiana driver's license may be revoked for the length of the expulsion. (Indiana Code 9-24-2-4).

### **Tardy Policy**

A tardy is defined as arrival within the first ten (10) minutes of class.

This definition will be included in each teacher's classroom procedures and distributed and explained to students at the beginning of each course. This information will serve as a warning to students. After the third tardy per class per semester, the attendance office will attempt to notify the student and parent of the tardy count, but ultimately punctuality is the student's responsibility. At the fourth tardy per class per semester, a 50-minute morning (7:05 a.m.) detention will be assigned. At five tardies per class per semester the student will be assigned two morning detentions. At six tardies per credit class per semester, the student shall be removed from the class and assigned a study hall (students in junior high classes will serve full day of In-School Detention). EXCEPTION: The student may request a conference with the teacher to discuss an attendance contract in lieu of the above penalty. If the class is a study hall, the student will receive a full day ISD for each tardy beyond five.

Tardies extending beyond the first ten (10) minutes in any class shall be counted as an unexcused absence. Students may participate in class work upon arrival but will be assessed a grade penalty of 1% for each unexcused absence in the present grading period.

## **II. DISCIPLINARY CONSEQUENCES**

A. Detentions. All detentions are to be served school days 7:05-7:55 a.m. The detention room location will be found on the detention form.

1. Teachers may assign detentions for infractions of classroom policies and rules.
2. Administrators may assign detentions for infractions of school policies or rules.
3. Students may be assigned detentions due to excessive tardies.
4. For each unexcused absence in a study hall, a detention will be assigned. After three unexcused absences in a study hall, a full day of ISD will be assigned.

B. Rules of Detention Room:

1. Students arriving late to detention up to ten minutes must make up the time in the office at the start of lunch.
2. Students arriving more than ten minutes late to detention must repeat the detention the next school day.
3. Students are expected to bring materials to study or read during detention. No personal listening devices, food, drink, or sleeping allowed during detention.
4. Any detention not served on the assigned day will result in a doubled detention, that is, two consecutive days. If the double detention is not served as assigned, an ISD will be assigned

C. Suspensions:

1. In-School Detention (ISD) may be given in lieu of an Out of School Suspension. An ISD is served in a designated area of the school under staff supervision for a specific length of time.
2. Out of School Suspension (OSS) is a temporary, disciplinary absence of up to ten (10) school days and prohibits a student from attending school or participating or attending any extracurricular activities for the duration of the suspension.

## **III. CLASSROOM EXPECTATIONS/DISCIPLINE**

Students are expected to be in their assigned classroom with all necessary materials ready to begin when the bell sounds. Students should remain in their seats or designated work stations until dismissed by the teacher. Students should return all supplies to their proper location and pick up all paper on the floor before the end of the class period. Students are expected to treat desks, chairs, lockers, books and other school materials properly. Students are expected to pay for restoration or replacement for damaged school property.

Teachers provide students and parents with classroom rules and expectations with the understanding that repeated failure to comply with those expectations can result in removal from the class by the administrator. A positive learning atmosphere should exist in the classroom at all times and students are expected to contribute by behaving appropriately. Students who disrupt class should expect a consequence as outlined in each teacher's classroom expectations.

## **IV. ACADEMIC HONESTY**

**Rationale:** Self-discipline is also reflected by a pattern of unquestioned honesty in dealing with others. Cheating is so contrary to the methods and spirit of learning that those found to be cheating can receive a failing grade for the course.

A. Each student is expected to accept the responsibility for his or her academic honesty.

At the beginning of each course, teachers will define in writing the accepted methods for participation in course assignments and examinations. This includes homework, quizzes, tests, reports and evaluations.

If it is determined by the teacher that a student has attempted to circumvent the educational process intended by the teacher:

- a. by submitting work that is in substance not done by the student;
- b. by gaining knowledge of, receiving, or dispersing the specifics of a test, quiz, or exam the teacher did not intend the student to have;



- c. by violating any other cheating policies previously defined by the teacher and approved by the principal, the student is guilty of cheating. This will include, but not be limited to:
  - a. copying, or allowing someone to copy, in part or in full, homework, tests, quizzes, or exams;
  - b. plagiarism;
  - c. using materials during a test, quiz, exam, or course project that have not specifically been permitted by the teacher.

B. Unauthorized viewing or changing electronic or hard copy of official school records or information is prohibited.

**Consequences:** Parents will be notified by the teacher in writing and/or by telephone of the offense within two (2) school days of discovery of the offense.

The violation will also be documented in Skyward because repeat offenses could result in suspension or expulsion.

Those found to be cheating will, upon first offense, receive a zero on the assignment(s) in question and, for a second offense in a credit course, be withdrawn from that course and assigned to a study hall. A grade of WF (Withdraw/Failing) will be recorded for the course. A second offense in a junior high course will result in a failing grade for the grading period. Students violating the Academic Honesty policy may be suspended or expelled from school as described in "Grounds for Suspension and Expulsion", item 21.

## V. USE OF SCHOOL TECHNOLOGY

**Rationale:** While the West Lafayette Community School Corporation is committed to providing technology for students to enhance their learning, the school corporation has a vested interest in the confidentiality and accuracy of school records as well as protecting its financial commitment to technological hardware and software.

**Rule:** In consideration for being allowed access to the West Lafayette Community School Corporation network, including its computers, related hardware, software, and internet communication devices to other networks, students and parents must sign and agree to the rules and regulations outlined in the West Lafayette Community School Corporation Network Use Agreement for Students. The NUA needs to be completed only one time during a student's tenure at West Lafayette Jr/Sr High School, unless the parent/guardian would like to change the status of use or unless determined otherwise by the school administrator.

Unauthorized student viewing, changing, or reconfiguring electronic or hard copy of official school records or information is prohibited. Students will not use hardware or software designated for faculty/staff without permission being granted by the primary faculty/staff user.

**Consequences:** Consequences for violating any policies for use of school owned technology and/or the WLCSC Network Use Agreement for Students range from privileges to equipment access being revoked to suspension and expulsion from school (Grounds for Suspension and Expulsion, item 27) and possible legal action.

## VI. FREEDOM OF EXPRESSION

**Rationale:** Freedom of expression is an essential element in public schools and the educational process. As such, one of the basic purposes of education is to prepare students for responsible self-expression. All members of the school community will treat each other with respect. Students may freely express their points of view provided they do not seek to coerce others to join their mode of expression and provided they do not otherwise intrude upon the rights of others, or substantially interrupt the educational process.

**Rules:** In addition to appropriate student expression, it is expected that students will not commit any act or use any speech, either verbal or non-verbal (hand gestures, handshakes, etc.) showing membership or affiliation with or furthering the interests of gangs.

**Consequences:** Students found to be in violation of this section will be subject to a range of disciplinary actions including suspension and expulsion (Grounds for Suspension and Expulsion, items 25, 28, 29).

## VII. PUBLIC DISPLAY OF AFFECTION/CASUAL CONTACT

**Rationale:** Students are expected to display appropriate and respectful interpersonal physical contact at all times. Excessive interpersonal contact or inappropriate displays of affection may result in disciplinary action.

**Rules:** Students will be considered in violation of our school's expectations regarding appropriate interpersonal contact if their actions are found to be disruptive to the educational process, embarrassing, unnecessary, or inappropriate in the opinion of faculty or administration.

**Consequences:** Students found to be in violation of this section will be subject to a range of disciplinary actions including warning, detention, suspension, and expulsion (Grounds for Suspension and Expulsion, items 25, 28, 29).

## VIII. DRESS CODE GUIDELINES

**Rationale:** Student dress should reflect the prevailing standard of the West Lafayette School Corporation and its community where health and safety, common decency, respect, and behavior expectations are met.

**Rules:** Students will be considered in violation of the dress code guidelines if their apparel is found to be disruptive to the educational process, embarrassing, or indecent in the opinion of faculty or administration. In addition, hats, hoods, or any other head coverings are not to be worn in the building during the school day unless approved in advance by the administration. Head coverings required for religious purposes are allowed upon request from a parent or guardian made in writing to the office. Students must leave hats in their locker during the school day.

**Consequences:** Students found to be in violation of this section will be subject to a range of disciplinary actions including warning, detention, suspension, and expulsion (Grounds for Suspension and Expulsion, items 25, 28, 29).

## IX. COMMUNICATION DEVICES/RECORDING DEVICES/VIDEO OR PHOTO DEVICES

- A. A Parent/Guardian allowing students to carry electronic devices to school implies permission to the school to have access to any and all information on the device if confiscated for investigative or disciplinary purposes.

- B. The use of all electronic devices is prohibited during instructional time unless specifically permitted by the teacher. This rule may be temporarily waived by a teacher or supervisor to allow use of a personal electronic device for an appropriate school-related function in a classroom or study hall. Students are responsible for assuring that all such devices are turned off (not silent or in vibration mode) during unauthorized times. It is recommended that if students must bring cellphones to school that the device be left in their assigned locker during all unauthorized times. Failure to comply with this expectation will result in the following consequences: 1<sup>st</sup> violation= device confiscated and returned to student at the end of the school day with a documented warning. 2<sup>nd</sup> violation= device confiscated and returned to student at the end of the day. Student assigned detention. 3<sup>rd</sup> violation= device confiscated and returned to student at the end of the day. Student assigned two detentions. For chronic violations (4 or more), student may be suspended and/or recommended for expulsion.

#### **X. IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE CONTENT AND DISPLAY**

- A. The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- B. Child exploitation. It is a Class C felony under I.C. 35-42-4-4(b) for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18. Sexual conduct is defined at I.C. 35-42-4-4(a).
- C. Child pornography. It is a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16. Sexual conduct is defined at I.C. 35-42-4-4(a)
- D. The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- E. Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

## **EXTRACURRICULAR ACTIVITIES POLICIES**

### **A. POLICY ON POSSESSION, SALE, AND USE OF CONTROLLED SUBSTANCES**

#### Summary of Policy

The possession, sale, or use of controlled substances, including tobacco, alcoholic beverages and look-alike drugs, is in violation of the extracurricular activities policy. This policy also includes other unlawful activity, which may include theft, vandalism, or any other verified behavior that may be a violation of a local, state, or federal law. A confirmed violation will result in mandatory assessment, treatment, and suspension from all extracurricular activities. Students can request a hearing after a violation of this policy has been reported.

#### Statement of Purpose

The West Lafayette Community School Corporation, believing that it is in the best interests of the schools and students for it to take defined steps to maintain a drug-free school system and student body, will implement a systematic approach to discourage students in the school community from knowingly possessing, using, exchanging, or knowingly possessing, providing, transmitting to another person, or recently consuming or ingesting alcohol or any drug, including look-alike drugs, and to encourage students who engage in such conduct to seek help in discontinuing these behaviors. It is the intention of this policy to treat all extracurricular participants in a fair manner in order to benefit the greatest number of students.

Students who are not participants in extracurricular activities but who are in violation of the policy are encouraged to use the assessment and treatment provisions of this policy.

#### Goals:

1. To ensure, insofar as possible, the health and safety of all persons participating in extracurricular school activities.
2. To establish good health habits and habits of conduct that will carry over to the student's adult life.
3. To promote the development and maintenance of maximum physical and mental efficiency of individual students.
4. To encourage students to get assistance.

#### Definitions:

1. Extracurricular Activity: An Extracurricular Activity is any school-sponsored activity in which participation is voluntary and academic credit is not given as a result of participation. Extracurricular activities will include those organizations, clubs, sports, and other activities in which a student initiates participation. This term does not include attendance at events that the general public is invited to attend when the student's participation is no greater than that of the general public.
2. Activity Year: This policy will be in effect for all clubs, organizations, and athletic teams the entire calendar year.
3. Students: A student shall be subject to this policy when a student becomes eligible to participate in Extra-Curricular Activities either as an incoming freshman or as transferee into the school and until the last day of scheduled Extra-Curricular Activities as a senior or at such time a student transfers from the school.
4. Non-Traditional Student: A student who is not considered to be a full-time student by maintaining and working a minimum of 5 credits per semester during the school day at West Lafayette Jr/Sr High School.
5. School Business Day: Any day, including summer and breaks, the Main High School office is open to the general public.

6. School Day: Any day during Semester One and Semester Two when classes are in session (consult the official West Lafayette Community School Corporation calendar for exact dates).
7. Principal's Designee: The designee is that person designated by the Principal to act on behalf of the Principal. In the absence of a specific designation, the designee will be that person who has the authority to perform the duties of the Principal in the Principal's absence.
8. School Official: A School Official is any person who is employed or approved by the West Lafayette Community School Corporation or a Greater Lafayette Area Special Services (GLASS) employee with assigned duties in the West Lafayette schools at the time the violation occurred.
9. Extracurricular Board of Review: The Extracurricular Board of Review is that body designated to review, when an appeal is requested, (a) whether a student violated this policy, and (b) the interpretation of the extracurricular activities policy. The Superintendent, or in case of his/her absence, a designee, will appoint the members of the Board of Review, and will consider their findings before rendering a final decision on matters of consequences and restrictions.
10. Controlled Substance: A Controlled Substance is any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, inhalant, steroid, mood-altering drug, or any intoxicant of any kind including tobacco and alcoholic beverages. This term does not include a substance for which a student has a valid prescription or order of a physician, dentist, or individual who is licensed or registered to distribute, dispense, or conduct research with such substances in the course of professional practice or research if the prescription or order is specifically written for the student and if the student is taking the substance as prescribed or ordered. This term does not include over-the-counter medications for colds, allergies, and minor aches and pains, or other products that the student can legally buy and possess when the student, in accordance with the manufacturer's directions, uses such medications and products. School medical personnel, Principal and/or designee will resolve disputes over the appropriate use of some Controlled Substances.
11. Look-alike: Any substance that is represented to be a Controlled Substance, whether or not the substance is in fact a Controlled Substance.
12. Self-Report: A student can voluntarily report his/her first violation of this policy within two School Business Days to the Principal, Assistant Principal, Athletic Director, Coach or Sponsor. Self-Report reduction does not apply for second offense.
13. Confirmed Violation: A Confirmed Violation is a finding by the Principal or Principal's Designee that a student has violated this policy based upon a voluntary admission or a written report of a personal observation by a School Official made within a reasonable period of time of the violation, investigation by the Principal or Principal's Designee, personal investigation by the Sponsor of the club or organization, or Coach, or a written report from police or prosecutor's offices received within a reasonable period of time from the violations.
14. Contest Season: The Contest Season is defined as the maximum number of regularly scheduled games, according to the IHSAA, plus one (1) sectional contest.
15. Competitive Activity: An organized activity that competes against, or could compete against, other schools in an organized, recognized competitive circuit. Participation is voluntary and academic credit is not given as a result of participation. These activities all have a specified season of competition or existence.

Competitive Activities

All High School sports that compete in IHSAA  
 All Junior High School Sports  
 Cheerleading  
 Dance Team  
 Marching Band  
 Jazz Band (January through March)  
 Symphony Orchestra (2nd semester)  
 Debate Team (for students not enrolled in debate course)  
 Academic Teams

16. Non-Competitive Activity: An organized activity in which participation is voluntary and academic credit is not given as a result of participation. This designation is given for school clubs, service organizations, and dramatic productions. Except in the case of the dramatic productions, it is assumed that these organizations exist throughout the school year.

Non-Competitive Activities

All student clubs  
 Theatre Productions (Fall play, Spring Musical)  
 Pep Band  
 Pit Orchestra  
 Talent show  
 Symphony Orchestra (1st semester)  
 Jazz Band (October – December; April – May)

17. Co-Curricular Activity: An activity in which participation is a required component of a credit-carrying high school or junior high school course in which the student is concurrently enrolled.

Co-Curricular Activities

Solo / Ensemble Festival  
 Evening / Weekend Music Performances (through music classes)  
 Out-of-school Music Rehearsals (through music classes)  
 Classroom Field Trips

Debate Team (for students enrolled in debate course)

\*New activities will be assigned to one of these three categories by the principal.

Scope:

1. The intentional possession, sale, or use of Controlled Substances, including tobacco, alcoholic beverages and look-alike drugs is in violation of this extracurricular policy. This policy applies to students of West Lafayette Jr/Sr High School who are participating in extracurricular activities at the time of the violation, and students who have participated in extracurricular activities at West Lafayette Jr/Sr High School.

The rules and regulations of this policy are intended to supplement those rules in effect for students during the School Day, while using school facilities and at school-sponsored activities. Students violating the extracurricular activities policy may also be in violation of the Student Code of Conduct and subject to suspension and/or discipline. Where violation of the Student Code of Conduct would result in exactly the same penalty as under this policy, rehabilitation and discipline served under those sections will count as the penalty served under this policy as well.

2. A student who participates in multiple activities and has a Confirmed Violation will have the appropriate penalty enforced for each activity (i.e. competing in two sports at the same time or clubs or organizations)
3. In any extra-curricular activity where the suspension will result in less than one event as calculated from the percent deduction, then there will be a suspension from one event. All other fractional suspensions resulting from the percent deduction will follow standard conventions of rounding (Example: 1.5 events = suspension from 2 events; 1.49 events = suspension from 1 event)
4. Students who are serving suspensions due to a violation of the extracurricular activities policy, must finish the season in good standing. Failure to do so will result in the suspension applying in full to the next activity.
5. Suspensions resulting from a violation occurring outside of a student's sport or activity season will be enforced at the beginning of their next season of participation. If a Student violates the policy during the summer, their suspension would begin with their first activity following the violation
6. All penalties may span two (2) seasons.
7. A Confirmed Violation of any of the above provisions will result in the following restrictions:

	<b>Competitive Activity</b>	<b>Non-Competitive Activity</b>	<b>Co-Curricular Activity</b>
1st Violation (Self-Reported)	Student is suspended for a minimum period of <b>twenty percent (20%)</b> of the season from the day of the confirmed violation. A student has 2 School Business Days to report his/her violation to Principal, Assistant Principal, Athletic Director, Coach or Sponsor.	Student is suspended for a minimum of <b>15 School Days</b> from the day of the confirmed violation. The suspension will last until 11:59 P.M. on the specified date of reinstatement. Students are not eligible for weekend activities during the suspension.	Students violating the controlled substance policy during a co-curricular event are subject to the School Code of Conduct policies, which recommend suspension or expulsion on the first offense.
1st Violation (Non-Reported)	Student is suspended for a minimum period of <b>forty percent (40%)</b> of the season from the day of the confirmed violation.	Student is suspended for a minimum of <b>30 School Days</b> from the day of the confirmed violation. The suspension will last until 11:59 P.M. on the specified date of reinstatement. Students are not eligible for weekend activities during the suspension.	Students violating the controlled substance policy during a co-curricular event are subject to the School Code of Conduct policies, which recommend suspension or expulsion on the first offense.

**Self Report:** A student can voluntarily report his/her First Violation of this policy within 2 School Business Days to the Principal, Assistant Principal, Athletic Director, Coach or Sponsor. At the time of the Self-Report, the student must agree to undergo the assessment and comply with the recommendations.

	Competitive Activity	Non-Competitive Activity	Co-Curricular Activity
2nd Violation	Student is suspended for a minimum period of <b>fifty percent (50%)</b> of the season from the day of the confirmed violation. Self-Report reduction does not apply for second offense.	Student is suspended for a minimum of <b>90 School Days</b> from the day of the confirmed violation. The suspension will last until 11:59 P.M. on the specified date of reinstatement. Students are not eligible for weekend activities during the suspension. Self-Report reduction does not apply for second offense.	Students violating the controlled substance policy during a co-curricular event are subject to the School Code of Conduct policies, which recommend suspension or expulsion on the first offense. Self-Report reduction does not apply for second offense.

	Competitive Activity	Non-Competitive Activity	Co-Curricular Activity
3rd Violation	Student is suspended for twelve months from the day of the confirmed violation. If after 90 school days the student has successfully completed a substance abuse program approved by the principal, the student can apply to the principal for possible reinstatement to some or all competitive activities.	Student is suspended for a minimum of <b>180 School Days</b> from the day of the confirmed violation. The suspension will last until 11:59 P.M. on the specified date of reinstatement. Students are not eligible for weekend activities during the suspension.	Students violating the controlled substance policy during a co-curricular event are subject to the School Code of Conduct policies, which recommend suspension or expulsion on the first offense.

	Competitive Activity	Non-Competitive Activity	Co-Curricular Activity
4th Violation	Student may be suspended from participation in all competitive activities for the duration of his/her high school career.	Student may be suspended from participation in all non-competitive extracurricular activities for the duration of his/her high school career.	Students violating the controlled substance policy during a co-curricular event are subject to the School Code of Conduct policies, which recommend suspension or expulsion on the first offense.

8. Suspension Procedures: If the student chooses not to utilize the Self-Report Clause of this policy, or if the violation in question is the student's second, third, or fourth offense, the following procedure will take place:

(a) The Principal will notify within two (2) School Business Days the student and/or his/her parent or guardian of the report of a violation and request the student and parent/guardian to attend a meeting at which time the report of a School Official, police agency, or prosecutor's office will be presented.

(1) If, at a personal meeting with the student involved and/or the parent/guardian of the student, at which time the student is given the opportunity to deny or admit the violation and the student admits the violation, then a confirmed violation exists; or

(2) If, at the personal meeting with the student and/or the parent/guardian, the student denies the report made by first-hand observation of a School Official or a written report from the police or prosecutor's office and the Principal or Principal's Designee finds that a violation occurred and the student chooses not to request a hearing before the Extracurricular Board of Review, then a Confirmed Violation exists; or

(3) If, after the Principal or Principal's Designee finds a Confirmed Violation, the student may request a hearing by the Extracurricular Board of Review. A finding by this Board that the student violated this policy will result in a confirmed violation. The hearing, if requested, will take place within a reasonable period of time after the request is made.

i. A request for a hearing before the Extracurricular Board of Review must be made within two School Business Days of the meeting with the Principal, or in the case of his/her absence, a designee, and the finding of the violation. If the Principal or Principal's Designee receives no request, the student and his/her parent/guardian will be deemed to have waived their right to the hearing. The hearing, if requested, will take place within a reasonable amount of time after the request has been made. The purpose of the hearing is to determine whether a violation has occurred. The Principal or Principal's Designee will convene the Board. The student can bring to the hearing his/her parents or guardian, other students, or anyone else who might support his/her case.

ii. The Principal or Principal's Designee or the Extracurricular Board of Review may find that a violation does not exist based on consultation with the student's parent/guardian and presentation of evidence to the contrary.

(b) A suspension from extracurricular activities under this policy will remain in effect until successfully served. However, no suspension will carry over from junior high school to high school and a student will not be suspended from activities in high school for a violation that occurred in junior high school. Nevertheless, a junior high student who has violated this policy must successfully complete all assessment and counseling requirements under this policy before participating in extracurricular activities at the high school level. For purposes of determining whether a student's violation of this policy is a first, second, third or subsequent violation, violations will be numbered beginning with one in the seventh grade. Beginning with ninth grade, violations will be numbered from one again and continue consecutively through the final Extracurricular Activity of his/her Senior year.

9. Reinstatement cannot occur until the following steps have been taken:

(1) The student's parent or guardian has arranged for assessment by a certified addictions counselor. (Resources listing counselors certified as Certified Drug Counselor, Certified Alcohol Counselor or Certified Alcohol and Drug Addictions Counselor must be obtained through the Junior/Senior High School Counseling Offices.)

(2) Reinstatement within the suspension period to the activity for practice purposes, not performance or competition, cannot occur until the school receives written documentation of the student's successful completion of a substance abuse program approved by the Principal or a recommendation to return to the student's activities by the substance abuse counselor and approved by the Principal.

(3) The Principal has received notice from the counselor or the counseling agency that the recommendations are being followed and progress is being made. Reinstatement by the Principal, within the suspension period, to the activity for practice purposes (not performance or competition) will occur only upon the written recommendation of the certified counselor or agency.

## **B. POLICY ON SCHOLASTIC ELIGIBILITY**

The primary reason for school attendance is to secure the best possible education, not solely to participate in high school extracurricular activities. Participation in activities will contribute greatly to individual development as a good citizen of the community, but school work comes first.

### Senior High School:

To be eligible scholastically, students must have received passing grades at the end of their last grading period in school in at least five (5) full credit subjects and must be currently enrolled in at least five (5) full credit subjects. If scholastically ineligible, a student may become eligible at the end of the following grading period if passing in at least five (5) full credit subjects. Semester grades take precedence.

\* A credit course is defined as one in which no credit has been previously earned. However, a repeated class may count toward scholarship eligibility if approved by the principal in advance and the grade is recorded on the permanent record. A course being audited does not count as a credit course.

\*\* Correspondence classes (via mail or electronic means) do not count toward scholastic eligibility.

An incomplete grade counts as a failing grade until the work is made up and a grade is given. A student will become eligible when an incomplete grade is completed with a passing grade and the student is passing in at least five (5) credits or equivalent.

If eligibility is in question, individuals should consult with the coach, sponsor, athletic director or the principal. Participation by students who are not eligible is a serious offense. The athletic games participated in or points earned will be forfeited and the athlete in question becomes ineligible for the remainder of the sport season.

## **C. POLICY ON SCHOOL ATTENDANCE**

1. A student who is absent from school for more than two (2) periods due to illness cannot participate in any extracurricular activity, such as practices, rehearsals, performances, contests, competitions, and meetings on the day of the absence.
2. Students are expected to participate in physical education class during the day of a competition or extracurricular event.
3. If a student is suspended from school, s/he will be suspended from all practices, games, or meetings during the period of school suspension.

NOTE: THE ADOPTION OF THESE POLICIES FOR EXTRACURRICULAR ACTIVITIES WILL NOT LIMIT THE AUTHORITY OF THE COACH OR FACULTY SPONSOR TO ESTABLISH, WITH THE CONCURRENCE OF THE PRINCIPAL, ADDITIONAL RULES NOT IN CONFLICT WITH THESE POLICIES.

WEST LAFAYETTE COMMUNITY SCHOOL CORPORATION NETWORK USE AGREEMENT FOR STUDENTS  
GRADES 3-12  
**2020-2021**

NETWORK Instructional Philosophies and Use Guidelines

**Philosophy**

The West Lafayette Community School Corporation recognizes that the Internet and other electronic databases available over our NETWORK offer vast, diverse and unique resources to both students and staff members. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The NETWORK will be used to support goals and objectives that are stated in the curriculum guides for the school corporation. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value, in the context of the school setting. The intent of our acceptable use policy is to ensure that all use of the NETWORK is consistent with our stated purpose and goals. Students must apply for a Network Account. Users of the NETWORK must agree to the guidelines in the "NETWORK USE AGREEMENT (NUA)". The NUA is provided so that students and parents are aware of the responsibilities they are about to acquire.

**Sanctions taken should violations of the NUA occur**

The privilege of using the NETWORK and/or the Internet will be suspended for the student. The student may receive disciplinary action resulting from violations of the schools' code of conduct. Legal action may also be taken. For your information the INDIANA CODE is cited below. NETWORK privileges may be restored after a review by the schools' administration.

**INDIANA CODE**

IC 35-34-1-4 Computer Tampering. A person who knowingly alters or damages a computer program or data without consent of the owner commits computer tampering, a Class D felony. For example...John uses Fred's password without permission and enters Fred's area to change or delete files. Up to \$10,000 fine and 3 years in jail.

IC 35-43-2-3 Computer Trespass...A person who knowingly accesses a computer or network without consent of the owner commits computer trespass, a Class A misdemeanor. Anytime a student logs in as someone else, without permission of the system owner, computer trespass has been committed. Up to a \$5,000 fine and one-year jail.

**Parent rights regarding Internet use**

Students will only receive Internet privileges when the parent or guardian signs and returns the NUA. When the student returns the NUA with the parents or guardian's signature and choices, Internet rights will be assigned. The teachers will give students who do not have Internet access alternate assignments.

**Internet usage**

Students will need permission from a faculty or staff member to use the Internet. All areas where students access Internet are supervised.

**The educational value of student Internet use**

The school board has demonstrated their responsibility by approving the NUA and the schools' curriculum. The parents demonstrate their responsibility by signing the NUA. The staff and faculty demonstrate their responsibility by supervising Internet access and by following the curriculum guides. In effect, all groups share the responsibility for the educational value of the use of the Internet. Due to the dynamics of the Internet, teachers may require students to use a variety of services provided by outside/3rd party entities. By signing this NUA, you agree to allow your student to set up accounts with such services (e.g. Prezi).

**The school district's Internet-related policies and procedures availability**

Information about the NETWORK policy has been published in the corporation's Newsletter. Each student who needs NETWORK access must return a parent-signed NUA. The NUA needs to be completed only one time during a student's tenure at West Lafayette Jr/Sr High School, unless the parent/guardian would like to change the status of use or unless determined otherwise by the school administrator. Copies of NUA's and other information are available in school packets, student handbooks, and upon request in the schools' offices.

In consideration for being allowed access to the West Lafayette Community School Corporation Network (the "NETWORK"), including its computers, related hardware, software, communications devices, data, and access through such hardware, software, and communications devices to other networks, I agree as follows:



1. In connection with use of the NETWORK, I will NOT:
  1. Violate any local, state, or federal statute.
  2. Violate copyright, or otherwise use another person's intellectual property without his or her prior approval or proper citation;
  3. Access, upload, download, or distribute pornographic, obscene or sexually explicit materials;
  4. Transmit obscene, vulgar, abusive, or sexually explicit language;
  5. Access another person's materials, information, or files without the implied or direct permission of that person;
  6. Use the NETWORK for commercial activities, product advertisement, or political lobbying;
  7. Access West Lafayette Community School Corporation computers, networks, or online resources that I have not been granted permission to use;
  8. Cause the West Lafayette Community School Corporation, or any other entity or person any financial obligation;
  9. Reveal my personal address, or phone number, or the addresses or phone numbers of any other persons through the NETWORK;
  10. Use the NETWORK in a manner that disrupts use of the NETWORK by other users;
  11. Use an account number assigned to another user;
  12. Allow another person or entity to use my account number;
  13. Attempt to harm, alter, or destroy any system or any data belonging to anyone else, either indirectly, such as by uploading or creating computer viruses, or directly.
  14. Access shooting games or games that promote violence of any kind.
  15. Access, upload, or download any application that allows access to websites that are not approved by the West Lafayette Community School Corporation.
2. In connection with use of the NETWORK, I WILL:
  - a. Be polite in my messages to others;
  - b. Use appropriate language;
  - c. Use my account name ONLY when using the NETWORK to access other networks, such as Internet.
3. I will report immediately to my teacher, the adult supervisor, or the building Principal, any threatening or unwelcome communications received through my use of the NETWORK.
4. If I believe there is a security problem on the NETWORK, I will notify my teacher, the adult supervisor, or the building Principal, immediately. I will not demonstrate the problem to other NETWORK users.
5. I understand that any financial obligation resulting from NETWORK use, such as purchase of goods and services via the Internet, is my responsibility and not the responsibility of West Lafayette Community School Corporation.
6. I understand that West Lafayette Community School Corporation makes no warranties of any kind, whether express or implied, regarding my use of the NETWORK. I hereby agree to hold WLCSC harmless for any loss or injury to me as a result of the nature, accuracy or quality of information obtained by me through the NETWORK.
7. I understand use of the NETWORK is a privilege and that WLCSC at any time and for any reason or for no reason may discontinue general access to the NETWORK or rescind my privilege of using the NETWORK.
8. I understand that if I violate any provision of this Agreement or refuse to follow any direction given to me by a system administrator, at the discretion of WLCSC or a system administrator, my privilege of using the NETWORK may be revoked, other disciplinary action may be taken, and legal action may be taken against me.

**Legal name should be used on this form.**

STUDENT LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ GRADE \_\_\_\_\_

*Please print*

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I am the parent or guardian of the Student whose name appears on this form. I have read the provisions of the foregoing West Lafayette Community School Corporation NETWORK Use Agreement and in consideration for allowing the Student access to the NETWORK, I agree as follows. I understand that the Student's access to the NETWORK is designed for educational purposes only. I recognize that, although West Lafayette Community School Corporation may take precautions to restrict access to controversial material, it is impossible to restrict access to all such materials. I hereby agree to indemnify and hold harmless West Lafayette Community School Corporation, its agents, representatives and employees (collectively, "WLCSC") for a loss or injury of any nature, to property or person, whether physical, mental or emotional, either direct or indirect, to the Student or myself or WLCSC or any third party, as a result of the intentional or unintentional viewing of any information or materials via the NETWORK, or acting upon information received via the NETWORK, whether or not such loss or injury was caused directly or indirectly by the negligence of WLCSC. I further agree to indemnify and hold harmless WLCSC for any injury or loss as a result of the Student's voluntary release of personal information via the NETWORK. I hereby give permission to WLCSC to allow the Student access to the NETWORK. I may withdraw my permission at any time by giving notice in writing to the Student's building principal and I may request alternative activities not requiring Internet access.

Check one: \_\_\_\_\_ The Student may use the NETWORK to access other networks, such as Internet.

\_\_\_\_\_ The Student may NOT use the Network to access other networks, such as Internet.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_