STUDENT HANDBOOK
2026-2027

Administration Center
P.O. Box 370
502 East College Avenue
Kouts, IN 46347
(219) 766-2214
(219) 766-2885 – fax
www.eastporter.k12.in.us
Office Hours: 7:30 – 4:00

Mission Statement

Challenging all students to grow and excel.

Vision Statement

It is the vision of the East Porter County School Corporation to be the school corporation of choice.

Approved by the East Porter County School Corporation Board of School Trustees.

Board Approved

Introduction

The East Porter County School Corporation Student Handbook provides a summary of the key points of East Porter County School Corporation School Board Policies that apply to students. The Board Policy Manual should be consulted for full text of a particular policy. If the provisions of the handbook contradict board policy, the board policy prevails.

School Corporation Core Values

The East Porter County School Corporation embraces and purposefully teaches values that are universally acknowledged across all cultures and economics levels as ones that are desirable and necessary for individuals to be productive members of society.

Appreciation Caring Citizenship Cooperation Effort & Determination

Honesty Integrity Kindness Respect Responsibility

MORGAN TOWNSHIP MIDDLE & HIGH SCHOOL
299 South State Road 49
Valparaiso, IN 46383
(219) 462-5883
(219) 462-4014 – fax
Office Hours: 7:30 – 3:30

MORGAN TOWNSHIP ELEMENTARY SCHOOL
299 South State Road 49
Valparaiso, IN 46383
(219) 462-8373
(219) 462-4014 – fax
Office Hours: 7:30 – 3:30

KOUTS MIDDLE & HIGH SCHOOL
P.O. Box 699
302 East College Avenue
Kouts, IN 46347
(219) 766-2231
(219) 766-3763 – fax
Office Hours: 7:30 – 3:30

KOUTS ELEMENTARY SCHOOL
P.O. Box 699
302 East College Avenue
Kouts, IN 46347
(219) 766-2231
(219) 766-3763 – fax
Office Hours: 7:30 – 3:30

WASHINGTON TOWNSHIP MIDDLE & HIGH SCHOOL
381 East State Road 2
Valparaiso, IN 46383
(219) 464-3598
(219) 462-3372 – fax
Office Hours: 7:30 – 3:30

WASHINGTON TOWNSHIP ELEMENTARY SCHOOL
383 East State Road 2
Valparaiso, IN 46383
(219) 464-3597
(219) 465-1753 – fax
Office Hours: 7:30-3:30

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ATTENDANCE

East Porter
Student Attendance Overview

Exempt
Documentation Required

- Service as a page in the Indiana Legislature
- Serve as a Poll Worker on Election Day or Helper to a Political Party or Candidate
- Court appearances
- National Guard Duty- *No more than 10 days*
- Service in the Indiana Wing of the Civil Air Patrol- *No more than 5 days*
- Educationally Related Non-Classroom Activity
- Exhibiting or participating in the state fair

These absences are outlined by the state. Your child will be marked "present" for state reporting purposes.

Excused

- Illness verified with a physician's statement dated at the time of the visit/illness
  - Note must be returned within 48 hours, or absence will be unexcused
- Death in the family
- Student sent home sick by the nurse
- College Visit- 2 days per school year
- Military absences related to deployment

Unexcused

- An unexcused absence is defined as any absence not covered under the other absence definitions, any absence beyond 4 parent/guardian verified absences per semester, or a non-verified absence (failure to notify the school of an absence on the day of the absence).

Parent/Guardian Verified

A parent/guardian verified absence is defined as when a parent or guardian chooses to keep their student home in the student's best interest. In this scenario, the school must be notified no later than the day of the absence. Examples include:

- Sickness without the presence of a doctor's note
- Religious holidays
- Vacations

Note that only 4 days of parent/guardian-verified absences are allowed per semester. Any days used in this category beyond 4 will be unexcused.

*Any absence not specifically classified will be placed accordingly at the discretion of the principal.

*Parents must inform the school before 9 AM on the day of an absence, or it will be considered unexcused.

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day the educational program in which the student is enrolled is being offered.

Philosophy and Approach

Regular attendance is absolutely essential for children to be successful in their educational endeavors. Students are expected to attend school and be on time for classes in order to derive maximum benefit from instructional programs and to develop habits of self-discipline and responsibility. Moreover, students who miss a class will never be able to retrieve completely that learning experience. The interaction with the teacher and fellow students can never be effectively duplicated.

Good school attendance is not only essential to learning, but specific attendance rates are required by the United States Department of Education and the Indiana Department of Education. Failure to meet required attendance rates can affect accreditation status.

Parents/guardians are responsible for student attendance. The school corporation will enforce the State of Indiana Compulsory Attendance Laws. A person who knowingly violates the compulsory attendance laws commits a Class B misdemeanor.
A parent/guardian is to telephone or send an e-mail message to the school office by 9:00 a.m. on the morning of a student's absence and state the reason for the absence. Absences not verified by the student's parent/guardian by telephone or a note prior to the student returning to school or classes will be recorded as unexcused.

Parent/guardian verification is still required; however, after returning to classes, or the student will be considered truant, and consequences for truancy will be assessed. Please see Policy number 4320.

Definitions According to Indiana State Statute:

- "Chronically Absent": Missing 10% (18 school days) or more of a school year for **any reason** (IC 20-18-2-2.4).
- "Habitually Truant": Having more than 10 days of unexcused absences.

Indiana Department of Education Attendance Goal: Each student is present for 94% or more of the school year.

- No more than 10 absences per school year

IC 20-33-2-14: The governing body of each school corporation shall have a policy outlining the conditions for excused and unexcused absences. The policy must include the grounds for excused absences. Any absence that results in a person not attending

at least 180 days in a school year must be in accordance with the governing body's policy to qualify as an excused absence.

Absences

Student absences will fall into one of 4 categories:

1. **Exempt:** Under certain circumstances, the law requires the school to authorize the absence and excuse of a student. In each of these circumstances, the student is excused from school, is not to be recorded as absent, and is not to be penalized in any way. The chart above indicates the circumstances that will not count as an absence, provided written verification is presented upon the student's return to school.
2. **Excused:** Excused absences are defined as those the school corporation considers legitimate reasons for being out of school. The chart above indicates the absences that will be counted as excused.
3. **Parent/Guardian Verified:** Parent/guardian notifies the school on the day of the absence. **Four (4) days are allowed per semester**, or as approved by the building administrator. Any day beyond four (4) will be counted as unexcused.
4. **Unexcused:** Parent/Guardian verified absences are **limited to four (4) per semester**. Once four (4) Parent/Guardian verified absences are used, only medically documented absences will be excused. Any absence not listed under Excused Absence will be labeled unexcused. Work assigned during unexcused absences may or may not receive credit

   The East Porter Student Attendance Overview chart above explains the criteria for each attendance category.

Truancy

Truancy is an absence from school for all day or for any single portion of the day initiated by the student without parental consent under circumstances not covered by law or recognized by the school.

Truancy is defined as:

1. Absence without parent/guardian and/or school knowledge.
2. Leaving school without obtaining prior approval from the principal or designee.
3. Absence from school without parent/guardian permission or in defiance of parent/guardian authority.
4. Absence from class or tardy more than 10 minutes to a class without a valid pass (even if the student is in the school building).

Any student leaving school during the school day must sign out with the nurse (for illness only), or the student must sign out with the attendance office before leaving or he/she will be considered truant.

The consequences for MIDDLE SCHOOL and HIGH SCHOOL students who are truant are:

1. The first truancy will result in the student being assigned hour-for-hour detention (not less than two hours).
2. The second truancy will result in the student being assigned hour-for-hour detention (not less than three hours).
3. The third truancy will result in the student being assigned hour-for-hour detention (not less than three hours) and the student will be placed on Social Probation for the remainder of the school year. A referral to Porter County Juvenile Probation and/or Project Attend may also be made.

Habitual Truancy shall mean a student who has been absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request that has been filed with the school.

Truancy Prevention Measures

Per Indiana Code 20-33-2.5-1, a student who is absent from school for 5 days within a 10-week period without being:

A. excused; or
B. absent in conformity with a note on file from the student's doctor, therapist, or other professional requesting frequent absences.

will be deemed a student in need of truancy prevention.

Any student meeting this classification will be entered into EPCSC truancy prevention measures, in which the following steps will occur:

1. A written notice identifying the student as meeting the requirements for truancy prevention will be sent to the parent/guardian.
2. The school shall hold an attendance conference to discuss the student's absences and establish an attendance plan. This conference will at minimum include:
    a. A school administrator
    b. The parent/guardian of the student
    c. A teacher of the student
3. An attendance plan shall be established that may include:
    a. Services to ensure school attendance

b. An outline of expected behaviors from the student
c. What disciplinary actions the school will take if the student fails to comply with the plan

Please see East Porter policy number 4320 for additional details.

Half-Day Absences – Elementary

Students arriving at school after school has begun must first sign in at the attendance office. Students arriving late by any method of transportation other than an East Porter County School Corporation school bus will be counted tardy.

Students will be considered absent for one half of a day for any of the following reasons:

1. Arriving at school more than one hour after the beginning of the school day;
2. Being absent from school for more than one hour during the school day, excluding the student's lunch period; or
3. Leaving school more than one hour before the end of the school day.

Repercussions For Excessive Absences

Upon a student's fifth unexcused absence in 10 weeks, a meeting will be held to establish an attendance plan. If this plan is not followed, the student will face repercussions, including but not limited to:

1. Credit in class or classes may be denied
2. Students may be assigned to detention
3. Loss of participation from clubs, theater productions, or student government
4. Loss of participation in extracurricular activities
5. Students may be required to make up the time missed at the rate of 2 hours per day missed
6. Legal authorities may be contacted
7. Parent/Guardian may be served legal notice
8. Charges may be filed for educational neglect
9. Revocation of driver's permit/license
10. Student may be withdrawn with an "NC", no credit, recorded on the student's permanent record for the semester. An "NC" shall be counted as credit attempted in determining the student's grade point average. A student may be placed in study hall or be allowed to continue in the class or classes with the principal's permission. Students who lose credit in their class and continue to be absent from the class will be subject to disciplinary consequences.

11. Project Attend– The Superintendent is required under Indiana Code to report a child who is chronically absent or habitually truant to an intake officer of the juvenile court or the Department of Child Services. Students with excessive absences or tardiness may be referred to Project Attend, a joint program among the Porter County Juvenile Court, the Porter County Juvenile Probation Department, the Porter County Prosecuting Attorney's Office, the Porter County Office of Family and Children, and all Porter County Schools.

Tardy Policy

Being punctual is a good habit that becomes increasingly important in life. We believe in teaching students to be responsible and punctual, and that this should be a part of their educational experience.

Each teacher will clearly state to his or her students where they are expected to be at the beginning of the day or period in order not to be counted as tardy. The teacher will keep a record of each student's tardiness and enter the information in the attendance program. The principal or his or her designee has the authority to excuse a student's tardiness if in his or her judgment, the tardiness is of an excusable nature. Upon arriving late to school and before going to class, the student must sign in at the school office.

Elementary Students - Tardies will accumulate during each nine-week grading period. Tardies accumulated during each semester will not count in the next semester. Students who accumulate tardies within the semester will be subject to the consequences listed below.

Middle & High School Students – Tardies will accumulate during each nine-week grading period. Tardies accumulated during each nine-week grading period will not count in the next nine-week grading period. Students receiving multiple tardies on one day will receive consequences as described below. Students who accumulate tardies within the nine-week grading period, without an excuse from a teacher, will be subject to the following:

- 1st & 2nd tardy: Student warned by the teacher.
- 3rd tardy: Letter outlining progressive tardy policy sent to parent/guardian. Student designated as having excessive tardies.
- 4th tardy: Student assigned one detention.
- 5th tardy: Conference with parent/guardian and student, and two detentions assigned. Failure to serve the detentions will result in one day of in-school suspension. Students who accumulate five tardies to their first period class, or to their first period in attendance at their home school for vocational students, will lose their driving privilege to school. Failure to serve consequences as directed

will be considered insubordination and will constitute grounds for action as outlined in the student discipline policy.

- 6th & 7th tardy: Student assigned three detentions and other sanctions as determined by the principal or designee.
- Beyond 7th tardy: Subsequent tardies will result in referral to juvenile authorities.

Make-up Work After an Absence

The responsibility for making up missed work for an excused absence rests with the student. When a student is absent for one day, the assignments should be obtained from a classmate, by checking on Skyward and Google Classroom, or from the teacher as soon as possible the following day. If the absence is two days or longer, homework may be obtained by calling the office by 8:30 a.m. and requesting all assignments be sent to the office. The work will be available by the end of the school day. The student will have one day for every day of absence to make up work. If a test or an assignment is long-range (five days or more, such as a research paper, project, or report), the teacher may use his/her discretion in setting due dates, accepting late work, and determining make-up policy. In the event of a prolonged absence, special arrangements may be made to extend the time period allowed for the assignment. A student who is in attendance the day before a scheduled test/quiz and who is absent on the day of the test/quiz shall take the test/quiz the first day he/she returns to school. Students who are absent due to an out-of-school suspension are required to complete the school work that was missed during the absence. Full point value will be given for school work done during an in-school and out-of-school suspension.

Vocational Students' Attendance

Vocational students are required to attend both their home school and vocational school each day they are in session. Vocational students will attend vocational school whenever it is required by the Porter County Career Center or their vocational sponsor. Students who attend vocational school and travel between two schools will be considered in school from the time they arrive at either school. If a vocational student is in school, either at their home school or vocational program, and becomes ill, they must see the school nurse at the home school and follow proper signing-out procedures to avoid being considered truant. Parents/guardians should call the vocational program to report their child's absence as well as their home school.

Closed Campus

During the school day, students are to remain on school grounds from arrival in the morning until dismissal time in the afternoon. Should a student find it necessary to leave the school for any reason, he/she must receive permission from the building principal before signing out. If permission is given, the student must then sign out and

must sign in immediately upon his/her return. Students in K-5 must be signed out by a parent/guardian coming into the building.

Extra-curricular Participation/Attendance

Participation in any and all extra-curricular activities is dependent upon good school attendance. Students must be in attendance by 8:00 A.M. and remain in school for the rest of the school day in order to participate in any extra-curricular activity scheduled for that day. The principal has the authority to make an exception in extenuating circumstances. The principal's decision will be final.

ATHLETICS/ACTIVITIES

Please refer to the Athletic Handbook

Random Drug Screening
Please refer to Policy Number 4560

CLASSROOM

Grading Policy- Middle/High School
Semester average grades are determined using the following procedure:

First nine weeks = 40% of the final semester grade
Second nine weeks = 40% of the final semester grade
Final exam = 20% of the final semester grade

Grades within each of these categories are determined by percentages for the specific category.

If a nine-week or final exam grade falls within one of the ranges listed below, the letter grade will correspond with that percentage.

Grading Scale

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
100 9-9 .50	98.4 9-9 2.50	92.4 9-8 9.50	89.4 9-8 7.50	87.4 9-8 2.50	82.4 9-7 9.50	79.4 9-7 7.50	77.4 9-7 2.50	72.4 9-6 9.50	69.4 9-6 7.50	67.4 9-6 2.50	62.4 9-5 9.50	59.49 and below

Each of the final percentages will be averaged together according to the 40/40/20 formula to determine the percentage for the semester grade. The percentage will be used to determine the letter grade.

The semester grade is calculated as follows: (94x2) + (85x2) + 88 = 446/5 = 89.2, which is what Skyward lists as the final grade and then applies our grading scale to assign a letter

grade of B+. Please note: Grades are not rounded.

Semester grades, not nine-week grades, are used to determine class rank at the high school level.

Final semester grades are given point values. The grading system has the following point values for grades:

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
4.0	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	.67	0

Weighted Classes

The rigor of the class determines whether Advanced Placement (AP) classes and dual-credit classes will be weighted using the 5.0 scale.

All Advanced Placement (AP) classes and dual-credit classes, excluding dual-credit vocational courses, will be weighted using the 5.0 scale.

No other classes, including dual enrollment, will qualify for the weighted scale. Students enrolled in AP classes are required to take the corresponding AP exam. The exam may be paid for by the Indiana Department of Education or by the student's parent/guardians.

Dual credit refers to students who are completing a single course that is taught by an EPCSC dual-credit certified instructor to earn academic credits that are recognized by our school district and an accredited institution of higher learning. For example, a student may earn high school credit for English 12 while also earning college credit from a partnering institution. **Dual enrollment** refers to students taking courses concurrently at two separate institutions.

The percentages within the weighted classes are determined according to the grading policy (40/40/20) and .99 – 100 = A+. Final grades in weighted classes are determined using a 5.0 scale instead of a 4.0 scale. Grades of D+ or lower are not weighted.
Point Values for Weighted Classes

A+	5.0	B+	4.33	C+	3.33	D+	1.33	F	0
A	5.0	B	4.0	C	3.0	D	1.00		
A-	4.67	B-	3.67	C-	2.67	D-	.67		

Credit Recovery

High school students may retake a course for a higher grade only if they are doing so to qualify for the Academic Honors or Technical Honors Diploma. A student earning an F, D, D-, or D+ may retake the class one time. For 8th grade students, refer to ***Credit Bearing Classes Taken in 8th Grade.*** The grade originally earned from the class will remain on the student's transcript, but the grade will not count in the student's GPA. The grade earned from the second attempt at the class will appear on the student's transcript and will count

in the student's GPA. Credit cannot be awarded for both the first and second attempts at the same class.

On-line Classes
High school students are able to take on-line classes under certain circumstances. Please see Policy Number 5101.

Approved Providers:
1. East Porter County School Corporation Edmentum
2. Indiana University High School
3. Indiana Virtual Academy
4. Ball State Indiana Academy for Science, Mathematics, and Humanities
5. Indiana Course Access Portal (iCAP)

Allowable Number of Credits
High school students will be permitted to earn twenty percent of the number of credits required for graduation and diploma requirements. For a Core 40 Diploma, a student may earn eight (8) credits online. For an Academic Honors Diploma or a Technical Honors Diploma, a student may earn ten (10) credits online. Beginning with the Class of 2029, for a New Indiana Diploma, a student may earn eight (8) credits online. For an Honors or Honors Plus Seal, a student may earn ten (10) credits online.

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

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

Finals
All students taking an on-line class will be required to take the final at school under the supervision of school personnel. Additionally, the student must pass the final to pass the class and to earn credit for the class regardless of other grades earned during the term of the class.

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

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

Cost of Classes
There will be a $35 fee for any school approved on course.

Parents will be responsible to pay for the courses of students enrolling in summer classes through Indiana Online.

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

Artificial Intelligence (AI)

- Students must produce original work that reflects their own understanding and effort. Using AI to circumvent learning undermines the integrity of the academic process.
- Students may use AI tools for specific instructional purposes such as brainstorming or research only if the teacher explicitly approves.
- Academically dishonest use of AI includes but is not limited to
    - Using generative Al without properly citing its use.
    - Using content created by generative Al as if it were one's own.
    - Using generative Al to complete all or part of an assignment without the teacher's prior authorization.
- Students are ultimately responsible for the accuracy and originality of all submitted work, even if AI tools are used. Students must clearly and thoroughly document their use of AI in submitted academic work. Students may be asked to submit documentation of AI tool use including but not limited to
    - AI name of the tool used to generate work
    - The version of the tool (if known)
    - The date the work was generated
    - The specific prompts used to generate content
    - A detailed description of how the AI-generated content was used and integrated into the student's own work
- Students who fail to properly disclose the use of AI tools or submit AI-generated work as their own will be considered to have committed academic dishonesty and

will be subject to disciplinary action, including but not limited to a failing grade, suspension, or expulsion.

"Any submitted work that is determined to be created by AI, and is not properly cited, will be seen as plagiarism."

Final Exam Exemption for Seniors

High school seniors may be exempt from final examinations under the following conditions:

1. Earning an A+, A, or A- each quarter of the semester.
2. A senior must have no more than three combined absences and/or tardies in a class for the semester in order to be exempt from the final in that class. For example, if a senior has two absences and two tardies in his or her first period class, the senior would not be exempt from the final in that class. Exceptions to this attendance requirement may be made for a death in the immediate family and/or attendance at the funeral of an immediate family member, college visitation with prior approval from the principal or counselor, or personal illness verified by a physician's note.

Restrictions:

1. The attendance for examination exemptions will be on a class-to-class basis. A tardy or absence in one class will not affect another class in which the student may be exempt from the examination.
2. Any truancy, or disciplinary referral, including being unprepared for class during the senior year automatically eliminates the student from the examination exemption privilege.
3. The student must not have any outstanding obligations to the school (i.e., unpaid fees).
4. The student must attend school on the day the examination is administered, even if the student has qualified to be exempt from taking the examination.

Options for the Student Qualifying for Examination Exemption:

1. Do not take the examination.
2. Take the examination and include the score in the semester average only if it helps the student's grade.

*The Final Exam Exemption Policy does not apply to performance based or project based final exams, AP Exams, dual-credit exams or for online classes.

Credit-Bearing Classes Taken in 8th Grade

Students in 8th grade are permitted to take Algebra I for credit. All students in 8th grade are required to take the College and Careers class, which also bears high school credit.

In order to earn high school credit, the student must have a grade of C- or higher in the class each semester. The grade from this class will count in the student's high school GPA, and will be used in determining class rank throughout the student's high school career.

A student earning an F, D-, D, D+, C-, or C may retake the class one time (either during summer school or freshman year). The grade originally earned from the class will remain on the student's transcript, but the grade will not count in the student's GPA. The grade earned from the second attempt at the class will appear on the student's transcript and will count in the student's GPA. Credit cannot be awarded for both the first and second attempts at the same class.

Early Graduation Requirements

In order to graduate from high school, a student shall meet all of the academic requirements of the State Board of Education and the East Porter County School Board. Please see Policy Number 5540.

Valedictorian and Salutatorian

The criteria for the selection of valedictorian and salutatorian will apply. To be named valedictorian or salutatorian, a student must meet all of the criteria listed below:

1. The valedictorian and salutatorian will be selected at the end of the eighth semester.
2. Cumulative GPA will be used. The student with the highest GPA will be valedictorian and the student with the second highest GPA will be salutatorian. Students with exactly the same GPA to the third decimal place as shown on the transcript will be named co-valedictorians or co-salutatorians. No rounding of the GPA will be done.
3. To qualify for valedictorian or salutatorian, the student must earn an Academic Honors or Technical Honors Diploma.
4. The student must have no suspensions (in-school or out-of-school) or be expelled during his or her senior year.

Honor Roll (Middle and High School)

High School

Students may qualify for one of three honor rolls. Honor rolls are listed at each nine weeks and also at the end of the semester with final grades. Honor rolls are based on the GPA for that grading period. Students who received a D+ or lower are excluded from honor roll recognition in that nine week period.

Distinguished Honors – 3.67 or above

High Honors – 3.5-3.66

Honors – 3.0-3.49

Middle School (Amended 10/15/26)
Middle School academic achievement is recognized through two distinct honor roll levels based on quarterly grades.

Distinguished Honors - All As across all subjects
Honors - As and Bs with no grades below a B-

Class Change Policy

Procedures have been established to provide for students, particularly at the high school level, to drop or add classes after their initial enrollment. Once a student selects a class and it is approved, there are four reasons why a student's schedule may be changed after classes have begun:

1. **To upgrade one's schedule**. For example, adding a class in place of a study hall or changing to a more advanced class.
2. **To correct an inappropriate placement.** A change may be made if the student's grade is between a D and an F.
3. **To balance classes**. For example, when there is an obvious discrepancy in numbers of students in similar classes, a student's schedule may be altered.
4. **Computer keypunch error**. For example, a student is scheduled for Spanish I, but should have been scheduled for Spanish II.

Even when legitimate requests are made, some cannot be honored because of the complexity of the master schedule and the effects on the schedule overall. Students are expected to honor the commitment to courses they originally select; therefore, students are encouraged to select courses carefully.

The guidance counselor and principal review requests, with the final decision made by the principal. Required signatures to drop or add a class may include the student's, the student's parent/guardian, the teachers involved, the counselor's, and the principal's. A change due to, for example, a computer keypunch error, would not require signatures.

Students have three school days into the semester in which to drop/add a class if one of the four reasons stated above is proven. If a student withdraws from a class within the specified time period, and follows all procedures, it shall be recorded on the permanent record as a "W" (withdrawal). In the event a withdrawal takes place after the allotted time period, it shall be recorded as a "W/F" (withdrawal/failure). The principal may determine exceptions to this, due to special circumstances (such as medical reasons). Please note, a student receiving a course grade of C- or higher at the time the request is made, will not be permitted to drop a class.

Report Cards & Records

Report cards are issued every nine weeks. Parents/guardians will receive an e-mail message which will include a link by which to access the report card. Questions about

report cards should be directed to the school counselor, teacher or the principal.

During the student's school career the school corporation collects and records data concerning the student. The school shall give rights to review records to both parent/guardians/guardians unless the school has been provided with evidence that there is a court order, state statute, or legally binding document that specifically revokes these rights. It is the policy of the East Porter County School Corporation to forward education records, including discipline records, to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll. Please refer to Policy Number 4100

Procedure for obtaining a copy of student records

1. Contact the school office and request a copy of the student's records.
2. A charge of 10 cents per page will be made for the expense involved in making the necessary copies.

Procedure for a formal review of a student's record

1. A written request must be presented to the principal or designee specifying the specific record or records which the parent/guardian wish to examine.
2. The interpretative or inspection session shall be made by mutual agreement between the school employees and the parent/guardian, but in no event more than 45 days after the submission of the written request.
3. A school official shall be present during such inspection sessions to assist interpretation of the record where it reasonably requires any professional interpretation.
4. In the event the parent/guardian are of the opinion that such records should be corrected or deleted, they shall advise the principal or the designated representative, and an attempt to make the necessary changes shall be made by the parent/guardians and the principal or designee through an informal conference or other comparable means.
5. In the event no agreement is reached, the parent/guardian or eligible student shall havean opportunity for meeting with the superintendent to correct or delete the record by filing a statement of the correction requested.

Honor Code/Cheating Guidelines

Learning does not truly occur unless the process students use to complete their work is honest. Copying or plagiarizing someone else's work does not reflect honesty, integrity or success. Honor violations include plagiarism, copying, cheating, misrepresentation of work, allowing others to copy one's own work, and failure to follow test procedures or instructions (talking, turning in seat, etc.).

Definition of plagiarism: 1) to steal and pass off the ideas or words of another as one's own; 2) use of a created production without crediting the source; 3) to present as new and original an idea or product derived from an existing source. Consequences regarding a violation of the Honor Code are subject to referral to the administration. Consequences are cumulative and progressive for each school year. The following serve as guidelines which all East Porter County teachers/administrators shall incorporate:

Elementary & Middle School Student	
1st offense	Zero/F on the work
2nd offense	Zero/F on the work and one detention
3rd offense	Zero/F on the work and one day of in-school suspension
4th offense	Zero/F on the work and one day of out-of-school suspension.

High School Student	
1st offense	Zero/F on the work
2nd offense	Zero/F on the work and one day of in-school suspension
3rd offense	Zero/F on the work and loss of credit for the semester

Plagiarism and Deception in Writing Papers

I. Definition

A. Plagiarism

Plagiarism may be defined as the deceptive presentation of written material or information as one's own when in reality some or all of the ideas, material or information was derived from some other source or sources. Specific types of plagiarism which may be encountered in written assignments include the following:

1. An entire paper obtained from some other source handed in as the student's.
2. The entire content of a paper lifted from some published work composition.
3. The paper may be a mosaic of excerpts from several sources presented as the student's own composition.
4. Unidentified excerpts from other sources woven into the student's own composition.
5. Key ideas or items of information derived from specific sources and not common knowledge presented without proper identification of the source or sources.
6. Even though sources may be properly identified, excerpts may be quoted without the proper use of quotation marks, or else slightly modified or rephrased rather than restated in the student's own words.

B. Multiple Use Of The Same Paper

It is not ethical for a student to prepare a paper for one course and submit it in a second course without first obtaining the permission of both teachers, if both courses are taken

in the same semester, or without the permission of the second teacher if the courses are taken during different semesters. This holds true even if the courses are not both taken at the same school building.

II. Penalties

Since there are various degrees of plagiarism and of intent to deceive, penalties vary in severity.

A. In cases where the plagiarism is relatively minor or where it may have resulted primarily from ignorance concerning the proper use of sources, the student will be required to revise the paper. In this situation the matter would normally be handled between the teacher and the student.

B. In cases where intent to deceive seems more deliberate, or in cases where a student hands in a paper obtained from some other source, the paper will be given a failing grade. If the paper in question involved a major part of the course evaluation, this may result in a failure for the entire course. In these situations the instructor should take the responsibility for the decision. The student should have the right to appeal the accusation of plagiarism or deception in writing papers to the administrator responsible for discipline who may refer the case to the principal.

(Note: Use of this material authorized by Spartan Cue).

DAILY EXPECTATIONS

Dress Code

East Porter County promotes an educational environment where its students are well-groomed, neat and representative of not only themselves, but of their school and community in general. High school, in particular, is the level where students are being prepared for the adult workplace, and the primary purpose of the dress code is to prepare students to be successful in that environment.

Students may dress in a way that reflects school spirit at athletic events; however, while some leeway may be given, administration reserves the right to apply the dress code at these events in cases where student dress falls outside the lines of what is appropriate in the school setting. Likewise, students are required to comply with the dress code at all activities in which the student is a participant or representative of the school. This includes participation in events off school campus such as field trips, award ceremonies, community events, presentations, and/or recognition programs.

Elementary (K-5) Dress Code

Tops: Tops which are not school-appropriate include those that are sheer (see-through), low-cut, have a bare-midriff, or reveal undergarments.
Shorts and Skirts: Shorts and skirts are to be worn at the waist with appropriate

coverage that does not reveal undergarments.
Pants: Pants are to be worn at the waist, without sagging.

Not allowed:

- Hats, hoods, caps or other head coverings.
- Blankets, sheets, or other bedding material worn during the school day.
- Chains or ropes.
- Words or symbols with "double meanings" or innuendo.
- Offensive, profane wording or words commonly known as "swear" words.
- Words or symbols which identify or advertise alcohol, drugs, tobacco, sex, violence, weapons, gangs, or racism.
- Clothing which is damaging or hazardous (such as roller shoes, or clothing/footwear with metal plates or rivets).
- Book bags**,** backpacks, etc. must be stored in the student's classroom closet or locker throughout the day.

Consequences

Parent/Guardian will be contacted to bring in a change of clothing. Administrators reserve the right to apply additional consequences, or to convene a parent/guardian conference for recurring violations. Also certain exceptions may be made for special dress up days or Spirit Days.

Secondary (6-12) Dress Code

Tops: Tops which are not school-appropriate include those that are sheer (see-through), low-cut (significantly below the collarbone), strapless, leave a bare midriff, or reveal undergarments. Students are allowed to wear sleeveless tops but not ones with spaghetti straps.
Shorts and Skirts: Shorts and skirts are to be worn at the waist with appropriate coverage that does not reveal undergarments, and are not shorter than mid-thigh.
Pants: Pants are to be worn at the waist, without sagging or revealing undergarments. No holes, rips or tears above mid-thigh that result in exposed skin, are allowed.

Not allowed:

- Hats, hoods, caps or other head coverings.
- Blankets, sheets, or other bedding material worn during the school day.
- Chains or ropes.
- Words or symbols with "double meanings" or innuendo.
- Offensive, profane wording or words commonly known as "swear" words.
- Words or symbols which identify or advertise alcohol, drugs, tobacco, sex,

violence, weapons depicted in a violent act, gangs, or racism.

- Clothing which is damaging or hazardous (such as roller shoes, or clothing/footwear with metal plates or rivets).
- Book bags**,** backpacks or excessively large purses in classrooms or cafeteria. Small, clutch-type purses are permitted.

Consequences

Students will be asked to correct the dress code violation, and if unable to, they will be given a warning if this is their first violation. Administrators reserve the right to apply additional consequences, or to convene a parent/guardian conference for recurring violations.

Administration also reserves the right to determine what is appropriate for the school setting at each grade level in addition to the requirements stated above. Since students involved in extracurricular activities are representatives of the school, additional standards or requirements regarding dress or appearance may be made of them.

Good Standing

Good standing meets the eligibility requirements and has no outstanding disciplinary consequences or actions pending. A student in good standing has full rights with respect to participation in activities of the school, academic, co-curricular and extra-curricular, subject to any restrictions which apply to all students. A student is not in good standing during the period of time he/she is under suspension or expulsion, regardless of whether he/she may be allowed to attend school. A student not in good standing may not participate in any school activity, contest, practice, ceremony, dance, or trip, whether academic, co-curricular, or extra-curricular, except as may be allowed by the principal and/or expulsion examiner.

Locker Usage

Please see Policy Number 4400.

Cell Phone and Electronic Media Devices

STUDENTS ARE NOT PERMITTED TO POSSESS A CELL PHONE DURING THE SCHOOL DAY.

Possession of an electronic media device on school property or on school grounds is at the students and parents/guardians risk. All devices must be stored away, powered off, and inaccessible. The school corporation and schools will not be responsible for lost, stolen, or damaged electronic devices. Furthermore, school personnel will not investigate claims of lost, stolen, or damaged electronic devices. See Policy Number 4300 and 4340.

Elementary Students

Students who violate this policy will be subject to the following disciplinary consequences:

First Offense – The item will be confiscated for the remainder of the day and the student must retrieve the item from the school office. One detention may be assigned.

Second Offense – The item will be confiscated and the student's parent/guardian must retrieve the item from the school office. Two detentions will be assigned.

Third Offense – The item will be confiscated and the student's parent/guardian must retrieve the item from the school office. The student will be suspended in school for one day.

Further violations of this policy will result in other disciplinary action including, but not limited to, out of school suspension and/or expulsion from school.

Middle School and High School Students

First Offense – the item will be confiscated for the remainder of the day and the student must retrieve the item from the school office. One after-school detention will be assigned.

Second Offense – the item will be confiscated and the students' parent/guardian must retrieve the item from the school office. Two after-school detentions will be assigned.

Third Offense – The item will be confiscated and the students' parent/guardian must retrieve the item from the school office. The student will be suspended in-school for one day.
Further violations of this policy will result in other disciplinary action including, but not limited to, out-of-school suspension and/or expulsion from school.

Administration of Medication at School

No medication shall be administered to a student without the written and dated consent of the student's parent/guardian. The consent of the parent/guardian shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. Any medication to be administered to a student shall be brought by the student, or the students/guardian. Please refer to Policy Number 4210.

Wellness Policy on Physical Activity and Nutrition

Please refer to Policy Number 4200.

Student Automobile Regulations

Please see Policy Number 4330 and 4324.

DISCIPLINE

Disciplinary Policy and Procedure

Please refer to Policy Number 4300.

Damage to School Property by Students

Please refer to Polity Number 4575.

Search of Students

Students have the right to be safe and secure at school and to pursue their education in a safe and disciplined environment. Security of the school and the safety of students, staff and visitors is a district priority. Students and objects in the possession of students, such as a coat, jacket, purse, briefcase, backpack or gym bag, may be subject to searches when the principal or other member of the administrative staff has reasonable suspicion for a search of that student or the student's possessions. Please see Policy Number 4402. Searches of the person of a student may include:

a) Searches of student clothing;
b) Searches of any object in the student's possession or under the student's control;
c) A "pat down" of the exterior of the student's clothing.

Confiscation of Knives or Weapons

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

Procedural Due Process Rights

Suspension Procedures

When a principal 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 the following:
    a. A written or oral statement of the charges.
    b. A summary of the evidence against the student will be presented if the student denies the charges.
    c. An opportunity to explain his or her conduct.

2. The meeting precedes suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will

   follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following suspension, the parent/guardian of suspended students will be notified in writing. The notification will include the dates of the suspension, a description of the misconduct, and the action taken by the principal.
4. Full point value will be given for school work done during an in-school and out-of-school suspension.
5. Students in grades 6-12 are responsible for contacting and retrieving assignments from his/her teacher(s) and for scheduling make-up tests, quizzes, presentations, or other assessments that took place during the student's suspension. Parent/guardian of students in kindergarten through fifth grade assume the responsibility for contacting the teacher(s)

Expulsion Procedures

When a principal recommends to the superintendent that a student be expelled from school, the following procedures will be used.

1. The superintendent may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting:
   - Legal counsel.
   - A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. The superintendent or the person designated by the superintendent under this subsection may continue the suspension of a student for more than the ten school day period of the principal's suspension and until the time of the expulsion decision under this section if the superintendent or the designated person determines that the student's continued suspension will prevent or substantially reduce the risk of:
   - An interference with an education function or school purposes; or
   - A physical injury to the student, other students, school employees, or visitors to the school.

   However, a student may not be suspended from school pending a meeting on a student's proposed expulsion if the expulsion is ordered under the section permitting expulsion for violation of the legal settlement provision (IC 20-33-8-23).
3. An expulsion may take place only after the student's parent/guardian are given notice of the right to appear at an expulsion meeting with the superintendent or a person designated above. Failure of a student or a student's parent/guardians/guardians to request and to appear under this procedure will

be deemed a waiver of administrative rights to contest the expulsion or to appeal it to the Board of School Trustees.

4. The notice of right to request an expulsion meeting will be in writing, will be sent by certified mail or by personal delivery, and will contain the reasons for the expulsion and the date, time, place, and purpose of the meeting, advise the student and the student's parent/guardian that each has seven (7) calendar days to request an expulsion meeting with a waiver of administrative rights to contest the expulsion if either the meeting is not requested in writing within the seven (7) calendar days or that the student and parent/guardian/guardian fail to appear at a requested meeting.
5. At the expulsion meeting the principal or assistant principal will present evidence to support the charges against the student. The student or parent/guardians/guardians will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An expulsion meeting is not a court trial. Therefore, all attorneys, with the exception of a hearing officer, are prohibited from expulsion meetings.
6. If the expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent/guardian.
7. A student or a student's parent/guardian who fails to appear at an expulsion meeting after receipt of a notice of expulsion meeting forfeits all administrative rights to contest and appeal the expulsion. For purposes of this section, notice of right to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student or the student's parent/guardians. [IC 20-33-8-19(e)] Any rights granted to a student or a student's parent/guardians by this chapter may be waived only by a written instrument signed by both the student and the student's parent/guardian. The waiver is valid if made voluntarily and with the knowledge of the procedures available under IC 20.8.1-5.1 and of the consequences of the waiver. [IC 20-33-8-28]
8. Except in the case of possession of a weapon, a student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. Whenever a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the governing body. The appropriate authorities may require that a student who is at least sixteen (16) years of age and who wishes to re-enroll after an expulsion attend an alternative program, evening classes, or classes established for students who are at least sixteen years of age. [IC 20-33-8-20, 25]
9. An expulsion that takes effect more than three weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the

second semester. The review shall be conducted by the superintendent or a person designated under section 19 (a) of IC 20-33-8 after notice of the review has been given to the student and the student's parent/guardians. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for a second semester. An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. The review shall be conducted by the superintendent or person designated under section 19 (a) of IC 20-33-8 after notice of the review has been given to the student and the student's parent/guardian. The review is limited to the newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for the upcoming school year. [IC 20-33-8-20 (c)3]

The student or parent/guardian has the right to appeal the decision of the person conducting the expulsion meeting to the Board of School Trustees within 10 days of the receipt of notice of the action taken. The student or parent/guardian appeal must follow the East Porter County School Corporation School Board Consideration of Student Due Process Appeals policy. Please see Policy Number 4308.

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

Driver's License Invalidation

Indiana Codes 9-24-2-1 and 9-24-2-4 prohibit the issuance of an operator's license, learner's permit, temporary motorcycle learner's permit, motorcycle operator's endorsement of license, and invalidation of a student's license or permit if the student (if less than 18 years of age) is under:

- At least a second suspension from school for the school year.
- An expulsion from school due to misconduct, or
- Any student at least 13 years of age, but less than 15, who is a habitual truant will not be granted a driver's license until their 18th birthday, or
- Has withdrawn from school will have their license invalidated until their 18th birthday.

The Bureau of Motor Vehicles shall invalidate the person's license or permit under the following guidelines:

- Second suspension from school – 120 days
- Expulsion from school – 180 days or the beginning of the semester in which

the student is permitted to return to school.

Re-enrollment after Expulsion

If a student is sixteen years of age or older and wishes to re-enroll after expulsion, the principal may require the student to attend one or more of the following:
An alternative school or alternative educational program.

1. Evening classes.
2. Classes established for students who are at least sixteen years of age.

Disciplinary Infractions
Aiding, abetting, inciting, encouraging or supporting of any unlawful activities constitutes misconduct for which a student found to be in violation may be subject to administrative action or disciplinary penalty, in addition to any civil action that may be appropriate. These disciplinary sanctions include suspension and expulsion from school and other lesser sanctions authorized by this policy.

Additionally, a student may be suspended or expelled and/or may lose driving privileges, for violating school rules or policies or engaging in unlawful activity on or off school grounds under the following conditions:

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

Obligation of Students to Report

School safety is an obligation to students, as well as staff. Students are required to report knowledge of dangerous items and threats of violence by students or staff to an administrator, faculty or staff member. Information received by students regarding safety issues will always be treated in a confidential way. Students may also report safety concerns to the School Resource Officer at any time in or out of school.

East Porter County School Corporation Graduated System of Discipline

The East Porter County School Corporation employs a graduated system of discipline. We will always respond to a student's misconduct with the lowest level of intervention needed. Please understand that a response to a student's violation of a conduct rule may not necessarily follow from Level 1 to Level 6. A student's violation of a conduct rule may be so severe that the consequences of Levels 4, 5, or 6 may be immediately imposed.

The graduated level of discipline that may be applied to each conduct rule is shown in the table of Conduct Rules that follows. The consequences will be responsive to the student's

comprehension of the rules, which is most often age dependent, and any previous disciplinary actions. The consequences for violations of student conduct rules may include:

Level 1 – Conference/Parent Contact
Staff members may initiate and conduct a conference or make contact with any combination of the following:

a) Teacher/student, teacher/parent/guardian
b) Teacher/counselor, teacher/student/administrator
c) Teacher/student/counselor/parent/guardian
d) Administrator/parent/guardian
e) Administrator/student/parent/guardian
f) Teacher/student/administrator/parent/guardian
g) Letter to parent/guardian
h) Telephone contact with parent/guardian

Level 2 – Intervention Options

a) Referral to school counselor or student services specialist.
b) Temporary removal of the student from class.
c) Detention – Detaining a student before, during, or after school hours for disciplinary reasons.
d) School Behavior Agreement with student/parent/guardian – A written statement listing the steps to be taken to improve behavior or attendance. The statement also describes the support to be provided by school staff and/or parent/guardian as well as the day when the contract will be reviewed.
e) Restricted Activity – The denial of participation in school activities or extracurricular events.
f) School/Community Service – Assignment of student to perform community service.
g) Suspension of parking permit.
h) Suspension of driver's license – A student's license may be suspended by the state for truancy after the second out-of-school suspension, or at the time of expulsion.
i) Suspension of work permit.
j) Recess restrictions.
k) A combination of any Level 1 and Level 2 option.
l) Other options as discussed among parent/guardian, teachers, and administrators.

Level 3 – In-School Alternatives

a) Placement of a student in an in-school suspension setting for one-half day or more.

b) Placement of a student in a different class.

c) Placement as outlined above and in combination with Levels 1 and 2 consequences.

Level 4 – Out-of-School Suspension (1-10 days per occurrence)

a) Suspension with parent/guardian conference.

b) Suspension with parent/guardian conference and probationary agreement.

c) May be in combination with Levels 1, 2, and 3 consequences.

Level 5 – Alternative Consequences/Programs

a) School probation with modified schedule.

b) School probation with community service.

c) School probation with counseling.

d) School probation with referral to a community agency such as juvenile court.

e) School probation may be in combination with Levels 2, 3, and 4 consequences.

f) Placement in an alternative setting with the local school setting.

g) Placement in alternative school.

Level 6 – Expulsion Meeting/Expulsion

a) Suspension with recommendation for expulsion.

b) Recommendation for expulsion without suspension.

c) Suspension/manifestation determination/expulsion recommended.

A student may be suspended or expelled and/or may lose driving privileges, for violating school rules or policies or engaging in unlawful activity on or off school grounds under the following conditions:

- On school grounds immediately before, during, or immediately after school hours, or at any other time when the school is being used by a school group.
- Off school grounds at a school activity, function, or event.
- Traveling to or from school or a school activity, function, or event.
- During evenings, weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.
- If the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.
- If the student's removal or loss of driving privileges is necessary to restore order or protect persons on school property.

Conduct Rules with Graduated System of Discipline The following specific acts are prohibited and offenders will be subject to any of the disciplinary consequences listed in the Graduate System of Discipline, including suspension and/or expulsion from school.	Graduated System of Discipline Levels	
	Minimum-Maximum Levels Used	**Minimum-Maximum Levels Used**
	Grades K-5	Grades 6-12
1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, hazing, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct;	1-6	1-6
2. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;	1-6	1-6
3. Blocking the entrance or exits of any school building, corridor, or room therein with intent to deprive others of lawful access of use;	1-6	1-6
4. Trespassing, vandalizing, defacing school property, breaking and entering a school building or facility, attempting to set fire to or substantially damage any school building or property;	2-6	4-6
5. Interfering with school purposes;	1-6	1-6
6. Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises* including on a school bus or in a private vehicle.	4-6	4-6
7. Bringing a firearm or destructive device to school or on school property or possessing a firearm or destructive device on school property. A student who violates the rule concerning firearms or destructive devices, will be expelled for a period of one (1) calendar year with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period;	4-6	4-6

8. Bringing a deadly weapon to school or on school property or possessing a deadly weapon on school property. A student who violates this rule may be expelled for not more than one (1) calendar year;		4-6	4-6
9. Providing to another a firearm, destructive device, or deadly weapon on school property, at a school event, on a school bus, immediately before or after school where the school has jurisdiction over the student, storing a firearm, destructive device, or deadly weapon in a locker, article of clothing, or elsewhere;		4-6	4-6
10. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property;		1-6	2-6
11. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his/her supervision;		2-6	2-6
12. Causing or attempting to cause damage to school or private property; stealing or attempting to steal or convert school property or private property on school property, at a school event, or from a vehicle used to transport students;		2-6	4-6
13. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person within the jurisdiction of the school. This includes pushing, shoving, and horseplay, play fighting, and		1-6	2-6

purposefully slamming or running into other individuals.			
14. Using force, attempted force, or the threat of force to take money or something of value from another person, engaging in blackmail, or using coercion to gain something of value or an advantage;		1-6	3-6
15. Possessing, handling, using, transmitting or selling weapons, knife/knives, box cutters, razors, dangerous instruments, destruction devices, explosive devices, instructions on how to make such devices, or any other object that can reasonably be considered a weapon or look-alike weapon;		3-6	4-6
16. Possessing, using, consuming, transmitting, selling, or being under the influence of any narcotic drug, prescriptive drug for which the person in possession has no prescription, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, paraphernalia, or any other intoxicating substance, or substances represented to be illicit drugs or any product, item, or substance that produces an altered mental or physical state when used.		4-6	4-6
17. Possessing, using, transmitting, selling an electronic cigarette or any components of an electronic cigarette, vape, juul or hookah pen including vapor liquid, including all tobacco/nicotine products.		1-6	1-6
18. Dealing in a substance presented to be a controlled substance, which shall mean a person who knowingly and intentionally delivers any substance that he/she represents to be a controlled substance. No		4-6	4-6

student may possess or use any substance which the student has reason to believe is, or which has been represented to him/her as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind. Students are prohibited from possessing, using, selling, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind be they available with or without a prescription. Knowingly abusing or consuming in excess of the recommended dosage of any patent or prescription drug with the purpose of creating an intoxicated, drugged, or irrational state or causing physical injury, either to one's self or to other persons. Knowingly transmitting or selling prescription or patent drugs that exceed recommended dosage. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision;			
19. Selling or attempting to sell, purchasing or attempting to purchase, a substance alleged by the seller to be marijuana, a controlled substance, a prescription drug, an alcoholic beverage, or an intoxicant of any kind within the jurisdiction of the school corporation;		4-6	4-6
20. Selling or attempting to sell marijuana or drug paraphernalia in conjunction with restricted activity under this section or for the purpose of causing a violation under this section or any activity forbidden under		4-6	4-6

IC 35-48-4;			
21. Repeatedly refusing to follow the directions of school corporation employees and/or volunteers; engaging in acts of serious disrespect to school employees and volunteers;		2-6	2-6
22. Engaging in conduct forbidden by the laws of the State of Indiana;		1-6	3-6
23. Being willfully absent or truant from school in accordance with East Porter County School Corporation policy;		1-6	1-6
24. Engaging in physical, verbal, or written conduct such as bullying, hazing, or harmful pranks that threatens, intimidates, or coerces another student, school corporation employee or adult volunteer on or off schools grounds, at any time;		1-6	2-6
25. Engaging in the use of profane, obscene, racially discriminatory or defamatory language directed at any school corporation employee, student, or adult volunteer;		1-6	2-6
26. Using obscenity or sexual misconduct in any form whether by word or action within the jurisdiction of the school corporation or violating the school corporation sexual harassment policy;		1-6	2-6
27. Engaging in consensual sexual behavior such as kissing, fondling, or sexual relations;		1-6	2-6
28. Creating or distributing information including information distributed via e-mail, text message			

or through a web site, which results in or is likely to result in the disruption of an educational function, advocates a violation of law or a student conduct rule, is sexually explicit or obscene, is slanderous or defamatory, or invades the privacy of an identified or identifiable person;		1-6	2-6
29. Making duplicates of keys to school facilities or vehicles (i.e., building, laboratory, lockers, rooms, buses, tractors, etc.);		1-6	2-6
30. Misuse of school documents and tests. Altering, forging, or transferring any document, test, identification cards and/or records;		1-6	2-6
31. Cheating, whether by accepting answers or material or providing answers or material;		1-6	2-6
32. Selling or trading any items, except those which are part of a school-sponsored fundraising event;		1-4	2-6
33.Tampering with safety equipment, (i.e., alarms, extinguisher, lab showers, fire hoses, etc.), or by placing the safety of self or others in jeopardy by not following safety procedures during a drill, disaster, or emergency;		1-4	2-6
34. Possession, providing, or displaying pornographic or other inappropriate materials;		1-6	2-6
35. Display of statements or symbols that promote drugs or alcohol use;		1-4	2-6
36. Misuse of student areas, labs, restrooms, and common areas that result in damage or property loss. The cost of labor and materials necessary for clean-up and/or repair will be charged to the student in addition to appropriate disciplinary		1-6	2-6

penalty;			
37. Failing to report the actions or plans for action of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to a person or persons or damage property.		1-6	1-6
38. If the student's legal settlement is not in the attendance areas of the school corporation where the student is enrolled.		6	6
39. No student on or about school property or at any school function or activity shall: a. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, drawing, graffiti, or other items which may be viewed as evidence or membership or affiliation in any gang; b. Request any person to pay for protection or otherwise intimidating or threatening any person; c. Commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, drawings, graffiti, other written communications, etc.), in furtherance of the interests of any gang or gang activity, including but not limited to: show affiliation in a gang; Solicit others for membership in any gang;		1-6	1-6

40. Committing any other illegal act or Other violation of school district policies;		4-6	4-6
41. Inciting other students to act with Physical violence upon any other person;		1-6	1-6
42. Violating or repeatedly violating any rules that are reasonable necessary in carrying out school purposes or an educational function and are validly adopted;		1-6	1-6
43. Failing to meet legal requirements for immunizations or failing to provide documentation of immunizations or proof of religious or medical exemption to immunizations.		6	6
44. 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.		1-6	1-6

45. Intimidation Sec.1. (a) A person who communicates a threat to another person, with the intent: 1. that the other person engage in conduct against the other person's will; 2. that the other person be placed in fear of retaliation for a prior lawful act; or 3. of causing: A. a swelling, a building, or another structures; or B. a vehicle; to be evacuated; commits intimidation, a Class A misdemeanor. (b) However, the offense is a: 1. Class D felony if: A. the threat is to commit a forcible felony; B. the person to whom the threat is communicated: i. is a law enforcement officer; ii. is a judge or bailiff of any court; iii. is a witness (or the spouse or child of a witness) in any pending criminal proceeding against the person making the threat; iv. is an employee of a school corporation; v. is a community policing volunteer; vi. is an employee of a court; vii. is an employee of a probation department; or		1-6 for Class A Misdemeanor	1-6 for Class A Misdemeanor

viii. is an employee of a community corrections program. C. The person has a prior unrelated conviction for an offense under this section concerning the same victim; or D. The threat is communicated using property, including electronic equipment or systems, of a school corporation or other governmental entity; and 2. Class C felony if, while committing it, the person draws or uses a deadly weapon. (c) "Threat" means an expression, by words or action, of an intention to: 1. unlawfully injure the person threatened or another person, or damage property; 2. unlawfully subject a person to physical confinement or restraint; 3. commit a crime; 4. unlawfully withhold official action, or cause such withholding; 5. unlawfully withhold testimony or information with respect to another person's legal claim or defense, except for a reasonable claim for witness fees or expenses; 6. expose the person threatened to hatred, contempt, disgrace, or ridicule; 7. falsely harm the credit or business reputation of the person threatened; or 8. cause the evacuation of a dwelling, a building, another structure, or a vehicle.		4-6 for Class C or D felony	4-6 for Class C or D felony

Disruptive Students

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from his/her class or from the school. In this event, and in accordance with the provisions of IC 20-33-8, the Board of School Trustees authorized administrators and staff members to take the following actions:

- A middle school teacher or high school teacher has the right to remove a student from a class or activity for one period if the student is assigned regular or additional work to be completed in another school setting.
- An elementary teacher has the right to remove a student from his/her classroom or activity for a period of up to one school day if the student is assigned regular or additional work to be completed in another school setting.
- A school principal may deny a student the right to attend school or take part in any school function for a period of up to ten school days per occurrence.

Suspension/Expulsion

A student may be suspended from school for a period of one to ten days per occurrence during a school year. A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of a deadly weapon, destructive device, or firearm possession as listed under grounds for expulsion in this policy. Subject to the procedural requirements of IC 20-33-8-14 et seq., the following are grounds for student suspension or expulsion:

A. Student misconduct

B. Substantial disobedience

Discipline Procedures for Students with Disabilities

Please refer to Policy Number 4301.

Injunctive Relief

School officials may seek injunctive relief from a court to remove a student with disabilities from school or to change a student's placement if the school believes that maintaining the student in the student's current placement is substantially likely to result in injury to the student or others.

**These procedures are limited to the discipline of students with disabilities as identified under 511 IAC 7-40 and are not intended to be used as a substitute for the discipline procedures set forth in 511 IAC 7-44-1 et seq.*

Students are advised that there are some violations for which they may be suspended or expelled even on the first violation. These include, but are not limited to, violations of school rules and regulations involving drugs, alcohol, theft, harmful pranks, vandalism, blatant insubordination, falsification, physical/emotional threats, abuse and acts to self

and/or others, criminal activities, and aiding and abetting miscreant behavior of others.

Students who have been suspended or expelled are not permitted to attend or participate in any extra-curricular events during the term of the suspension or expulsion. This prohibition extends to events at other school campuses outside of the East Porter County School Corporation in which any East Porter County student, team, club, or student group is participating.

NOTE: The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under rules regarding possession of a firearm, destructive device, or deadly weapon.

PARENTS/GUARDIANS

Addressing School-Related Concerns

The East Porter County School Corporation strives to respond to parent/guardian concerns and believes a strong partnership is essential in developing a positive, interactive educational environment. We feel it is our role as adults to set an example to children by addressing concerns and complaints in a proactive and appropriate way. Please refer to Policy Number 5240.

Visitors

The purpose of attendance at school is to work and to learn. Former students or students who attend a different school are not permitted to visit a school in the East Porter County School Corporation while the school is in session. Students who wish to visit a school to better acquaint themselves before they begin attending the school, may be permitted to visit the school and attend classes on a limited basis. Such visits must be scheduled with the principal of the school.

Place of Residence

A student's residence is with parent/guardian. This residence must be within the boundaries of the East Porter County School Corporation and a specific township campus. All parent/guardian are required to provide proof of residency. Parent/guardian who do not have legal settlement within the East Porter County School Corporation may enroll their children in accordance with board policy. Please see Policy Number 4018.

Grade Placement

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

final.

Placement from Home School

Students entering East Porter County schools from a home-school environment may be required to take grade placement tests, final exams, or other district assessments. The student's performance on these tests, along with analysis of other samples of academic ability will determine the student's grade level placement. The principal will have the final decision in placement of the student.

Kindergarten Entrance

Each child enrolling in kindergarten must be five years of age on or before August 1 of the upcoming school year. A student's age must be verified within twenty calendar days from the date of the child's enrollment by a certified copy of a birth certificate.
All students, including kindergarten students who have participated in spring pre-registration, must register with the school prior to the first day of school. Kindergarten pre-registration takes place during the spring in either March or April. Please see Policy Number 4011.

Classroom Placement

The building principal assigns students to appropriate grades, classes, or groups based on consideration of the needs of the school, the students, and the administration of the school. The previous year's teachers and the principal spend considerable time assigning students to classrooms. The goal is to balance classes according to boy/girl ratio, academic ability, social-emotional issues, work habits, and special learning needs. If a parent/guardian feels there is information the principal should have about his/her child, such written communication should be provided to the principal in the spring no later than May 1. This communication should identify specific educational concerns, not a request for a specific teacher.

Retention

Elementary:

A decision to retain a child is never easy for parent/guardians or teachers but has to be made with the child's best interest in mind. Even though many factors are used to determine whether a child should be retained, most retentions are due to:

1. Immaturity – the child simply needs another year to mature in order to be able to succeed at the present level.
2. Academic failure – the child was not able to demonstrate mastery of the Indiana Academic Standards for that grade level.
3. Absences – the child has been absent 20 or more days.

Teachers will begin to notify parent/guardians in the spring if they feel a student should

be retained. If the parent/guardians disagree with the teacher's decision, a conference will be held with the principal and concerned parties to discuss a solution. The final decision for grade placement rests with the principal.

Middle School:

Any 6th, 7th, or 8th grade student who receives four (4) or more grades of F as semester averages in English, math, science, and social studies during any one school year may be retained at that grade level and repeat all courses for that grade the following school year. The average reading grade and language arts grade will determine the English grade for 6th grade students. If there are extenuating circumstances, exceptions to this policy may be granted by the principal. The principal shall make the final decision regarding the student's grade level placement.

Withdrawal from School

Students who find it necessary to withdraw from East Porter County School Corporation for an extended period of time or permanently should use the following procedure:

1. Secure withdrawal form in the guidance office or principal's office.
    a. Parent/guardians must sign this form if the student is under 18 years of age.
    b. Present form to each current teacher who will record a current grade in class and initial the form.
    c. Return all materials to the media center and have the director indicate return of the materials on the form.
    d. Clean out the locker and return textbooks to each current teacher who will initial the form.
    e. The secretary will also initial the form when all financial obligations of the student to the school have been resolved.
2. Return completed form to the guidance department or principal's office.
3. Include name and address of new school if transferring. Copies of the permanent record will be made available.

Refund checks to parent/guardians/guardians will be sent upon completion of the above process and signing of a claim. Refunds will be given on non-consumable textbook rental as listed in the table below. Please refer to Policy Number 6135.

Free and Reduced Lunches

Students from families whose income is at or below the level set by the federal government may be eligible for free or reduced price meals. Requests for assistance are approved or denied by the Food Service Director according to established criteria. Appeals of decisions made may be made to the superintendent according to the procedures published in the guidelines found in the application materials.

Applications for assistance are distributed with registration materials and are available throughout the school year in the school office. To apply at any time during the year, complete the application in its entirety and return it to the school office. The information supplied on the application is confidential and used only for the purpose of determining eligibility. All information provided is subject to verification by school officials. Please see Policy Number 6420.

Curricular Material Fees

Following the passage of Indiana House Bill 1216, East Porter County School Corporation will continue to provide curricular materials at no cost to each student enrolled in our schools. Instead, funding for these items will come from the state reimbursement and local school funds. This includes textbooks, workbooks, and technology devices essential for a basic education. Students could be charged consumable fees, which cover specific class fees and supplies to enhance the educational experience. Other fees, such as damage fees, lost book fees, replacement fees, testing fees, and extracurricular fees, may also still be charged.

Students/Parents/Guardians will return textbooks/materials and any other issued equipment (i.e. lab materials, electronic devices, etc.) in good condition. The student/ parent/guardian is responsible for the total replacement cost of textbooks and/or school-issued electronic devices if damaged, lost, or returned in an unusable condition. Failure to pay such replacement costs is subject to collection activity which will result in additional charges, including but not limited to, collections agency fees and attorney fees.

Applications for free/reduced-price meals are available in every school, through the Skyward Family Access online, and at the end of this registration process. If you believe that your family is eligible for assistance, please complete the application as soon as possible. After your application has been processed, you will receive written notification of your approval or denial. Although the application process will no longer be used to determine textbook rental assistance, it is still important to apply if you believe you are eligible as this will continue to be used to determine free/reduced status for meals and open doors to programs like the Indiana 21st Century Scholars Program.

Reporting Child Abuse

Please refer to Policy Number 3340.

Special Education

Students with disabilities are subject to some different and additional procedures in relation to program participation and change in placement. All applicable law pertaining to special education students will be followed the same as if the student was attending in-person instruction at school. This includes, but is not limited to:

- Parent/guardians will be provided with written notice of a case conference committee (CCC) meeting to be convened for the purpose of changing the educational placement and (when appropriate) conducting a manifestation determination, prior to withdrawing the student from the virtual/remote program for failure to maintain adequate attendance or any other reason. An opportunity for parent/guardian participation in the CCC meeting will be provided by scheduling the CCC meeting at a mutually agreed upon date, time, and place and by providing an opportunity for the parent/guardian to participate by other means if the parent/guardian cannot attend in person. The CCC meeting will be conducted without a parent/guardian in attendance if the parent/guardian chooses not to participate in person or by other means. The School will keep records of the School's attempts to arrange a mutually agreed upon date, time, and place for the CCC;
- The student's IEP will be revised to specifically detail the student's record of nonparticipation as a basis to consider a change of educational placement, the provision of notice, the opportunity to be heard, a summary of the two-prong manifestation determination analysis; a description of the services to be provided if the student is not enrolling elsewhere; and information related to the student enrolling elsewhere, if applicable.

Health Information Sheets or Cards

Emergency health information is to be given at the time of enrollment and updated each year. If at any time a child's health information changes, parent/guardians should notify the school nurse immediately. Parent/guardians' home and work telephone numbers are included on a student's health information card. Should any of these numbers change, the school nurse should be notified immediately.

Also included on a student's health information card is the name and telephone number of a reliable adult who could be contacted in case the parent/guardians cannot be reached. This information should also be kept up-to-date with the school nurse.

Illness/Injury/Accident at School

If a student is injured or becomes ill at school, the child will be cared for temporarily by school personnel. School personnel will render first aid only. If the illness or injury is serious, the parent/guardians will be notified. If school personnel deem necessary, paramedics will be called. If parent/guardians are unavailable, those listed as emergency contacts will be notified. Students who are sent home will only be released to their parent/guardians unless the parent/guardian designates another responsible adult and has informed the school office. For the protection and safety of our students, parent/guardians are required to sign-out their children in the school office.

The school corporation does not provide insurance for students and is not responsible for expenses incurred as a result of an illness, accident, or injury. Parent/guardians may enroll

their children in optional health insurance available to all students in the school corporation. Information about this health insurance is distributed with registration materials and is available in the school office.

Returning to School After an Illness

Students may return to school after an illness when the student has been fever free and vomit free for 24 hours without medication or other quarantine guidelines have been met.

Communicable Diseases

If a student has been absent due to a communicable disease, a doctor's release may be required before returning to school. Indiana public health laws place the responsibility for reporting communicable diseases upon physicians, their agents, hospital administrators, and laboratories. It is the policy of the local schools to report all suspected communicable disease to the local health department. It is also school policy to request a diagnosis from a physician for any questionable illness or condition a student might present. This policy is for the protection and health of the student and disease prevention. Students will be excluded from school for certain communicable diseases such as pink eye, strep throat, chicken pox, impetigo, lice, and scabies.

Health Screenings

Vision and hearing screenings will be conducted during the school year by the school nurse for various grades as determined by the State of Indiana.

Immunization Requirements

When a student enrolls in the East Porter County School Corporation for the first time, proof of immunizations must be presented or an objection form must be filed. Immunizations required by law vary according to the students' age. Students in grades 9-12 are required to be immunized against Hepatitis B.

Indiana State Department of Health School Immunization Requirements
For students who have delayed immunizations, please refer to the November 2024 CDC "Catch-up Immunization Schedule" to determine adequately immunizing doses. All minimum intervals and ages for each vaccination as specified per 2024 CDC guidelines must be met for a dose to be valid. A copy of these guidelines can be found at Centers for Disease Control and Prevention.

Indiana State Department of Health, Immunization Division (800) 701-0704

POLICIES/NOTIFICATIONS

AHERA-required Annual Asbestos Parent/Guardian Notification

The board and administration know that parent/guardians are concerned about asbestos safety, and we are happy to report that Kouts, Morgan Township and Washington Township Schools are asbestos-free. In accordance with federal law, we have an asbestos management plan for each building. This plan is available in the office of each school and at the Administration Office located at 502 E. College Avenue, Kouts, IN. You are welcome to inspect these plans during regular business hours. If you have any questions regarding our asbestos program, please contact Mr. Craig Kenworthy, at (219) 766-2231.

Interagency Agreement

In October 1995 Circuit Court Judge Raymond Kickbush signed an interagency agreement between local youth service providers and the legal system permitting the exchange of information regarding juveniles under the jurisdiction of the Court as a means of preventing delinquency and providing a safer community. "It is therefore ordered by this Court that any information in the possession of various youth providers, police departments, and school corporations concerning the juveniles under the jurisdiction of this Court and their families, may be released to and exchanged among participants of such interagency agreement to further effectuate the purposes of that agreement together with those other designated individuals representing such agencies and having a legitimate and official interest in such information as exchanged."

Emergency Procedures

Fire Alarms

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

1. Students, staff, and visitors will use the fire exits that are posted in each room.
2. All students must remain silent throughout the entire alarm.
3. Students shall walk, not run.
4. No one shall return to the building until the all-clear signal is given by the principal or person in charge.
5. Doors should be closed after everyone has left the room(s).
6. Students will be escorted by their teachers to a distance of not less than 100 feet from the building.
7. Teachers will stay with their classes at all times and take attendance at their designated safe area.

Tornado

When a tornado warning is issued for the East Porter County School Corporation, students will be moved to designated safe areas. Students will remain in safe areas until that warning is lifted, even if the warning extends beyond the normal school day. No student

will be allowed to leave the school premises during a tornado warning unless under the direct charge of a parent/guardian. Students are not to talk, run, or push at any time during a drill.

Emergency Closings

The Superintendent is empowered to delay or close district schools or to dismiss students early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. If there is a possibility of not having school due to weather conditions, please listen to the radio station listed. Parent/guardian conferences will be cancelled in the event of emergency closings or delays. Furthermore, if school is delayed, field trips will not leave during the delay. Field Trips originally scheduled to depart outside of the time of the delay will take place. Finally, if school is cancelled, all activities in the district such as athletic contests, practices, performances, etcetera, will also be cancelled. Students may participate in activities outside of the district if conditions are safe enough to travel.

IMPORTANT: Parent/Guardians should have a family emergency plan in case schools are dismissed early, the start of school is delayed, or school is cancelled (location of house key, alternative shelter, telephone number to call, etc.). Students and childcare providers must be aware of the plan.

PLEASE DO NOT CALL THE SCHOOL, PRINCIPAL, OR THE SUPERINTENDENT. Phone lines must be kept open for emergency communications.

EMERGENCY CLOSING INFORMATION

If there is a possibility of not having school due to weather conditions, please the website and/or our school app

www.eastporter.k12.in.us
(click on the school closure info link)

Primary phone number in Skyward will be used for automated calls.

Please do not call the schools or the school corporation office.

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

Smoking / Tobacco Policy Tobacco-free Schools

Please see Policy Number 2720.

Drug/Alcohol Policy

Please refer to Policy Number 4204.

Pest Control Policy

Please refer to Policy Number 7021.

Criminal Gang Activity in Schools

Please refer to Policy Number 4305

Legal References:

IC § 20-19-3-12

IC § 20-26-18

IC § 20-33-9-10.5

IC § 35-45-9-1

Anti-Bullying Guidelines

Please refer to Policy Number 4300

Sexual Harassment Policy

Please refer to Policy Number 3020

East Porter County School Corporation Responsible Use of Technology Policy

Please refer to Policy Number 4340.

Anti-Hazing Policy

Please refer to Policy Number 4300.

Taking Action

At East Porter County, where community members look out and care for one another, students and employees are expected to intervene personally or by calling his or her respective school if activities are encountered that put others in physical or psychological harm or discomfort. By stepping up and taking action, bystanders are frequently able to put an end to inappropriate behavior before a bonding activity escalates into a hazing activity. East Porter County students and employees should notify appropriate administrators, coaches, or other officials who have responsibility for student organizations of any perceived instance of hazing, so the activity can be stopped or the allegations can be investigated.

Non-Discrimination Policy

Please refer to Policy Number 1900.

Inquiries regarding compliance with Title IX should be directed to:

Assistant Superintendent
East Porter County School Corporation
P.O. Box 370
502 East College Avenue Kouts, Indiana 46347

Inquiries regarding Section 504 should be directed to:

Superintendent
East Porter County School Corporation
P.O. Box 370
502 East College Avenue Kouts, Indiana 46347
or:
The Office of Civil Rights

U.S. Department of Education- The Title IX Coordinator is the person designated by the School Board to receive complaints of harassment and oversee the investigation of those complaints as described in this policy.

The School Board will prominently display the contact information for the Title IX Coordinator and this policy on its website and in each student and employee handbook.

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords parent/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education record within 45 days of the day the School Corporation receives a request for access. Parent/guardians or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. Parent/guardians or eligible students may ask the East Porter County School Corporation to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School Corporation decides not to amend the record as requested by the parent/guardian or eligible student, the School Corporation will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the

hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except of the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational

   interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist) or a school function (such as a technology firm or a storage company); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School Corporation discloses educational records without consent to officials of another school corporation in which a student seeks or intends to enroll.

4. The East Porter County School Corporation designates the following items as Directory Information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, student work displayed at the discretion of the teachers with no grade displayed. **The corporation may disclose any of those items without prior written consent, unless notified in writing from the student's parent/guardian or the student if he or she is at least 18 years old to the contrary within fourteen (14) calendar days from the first day of attendance each year.**

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, S.W.
   Washington, D.C. 20202-5901

TRANSPORTATION

For any questions regarding transportation please contact:

Sarah Chickadaunce
Transportation Coordinator
502 E. College Ave. PO BOX 370
Kouts, IN 46347
(219) 766-2214 ext. 4011