

North Lawrence  
Career Center  
2018-2019  
Student Handbook



**"Your Career Direction"**

**Introduction**

The North Lawrence Career Center is located in the scenic hills east of Bedford on the same campus as the Bedford North Lawrence High School. The school serves six school districts in the North Lawrence area. Bedford North Lawrence, Brownstown, Medora, Mitchell, Orleans, and Shoals combine to create Career Center Area 40.

Students from all Area 40 schools are eligible to attend and take advantage of any of the Career Center programs. These students attend the Career Center for three hours per day and take their required academic classes at their home school. There is no charge for students to attend; however, book rental, some special clothing, and supplies are required in most programs.

The North Lawrence Career Center plays a significant role in increasing the employability of area residents. Students benefit from the quality Career Center programs offered and the chance of advanced career and technical education with dual college credits, certifications, and work-based learning opportunities.

**Mission**

The mission of the North Lawrence Career Center is to prepare students for a lifetime of learning and earning by helping them to mature and develop skills and attitudes necessary for a meaningful and purposeful life.

**Vision**

The vision of the North Lawrence Career Center is:

- To provide practical, functional, educational programs;
- To give purpose and meaning to occupational as well as academic instruction;
- To help the student to mature and develop with skills needed for a purposeful and meaningful life after graduation;
- To provide instructional programs for the training of occupational skills and related knowledge that is relative to the technologies presently needed in the workplace;
- To utilize members of business and industry in program planning, curriculum development, placement and follow-up of completers, in-service of teachers, and public relations necessary for viable and responsible Career Center programs;
- To prepare students to be diligent in their work to accept responsibilities of

adulthood, to create and produce as well as consume, and to develop social and civic responsibilities as a citizen of our community, our state, and our nation.

### **School Allegiance**

While attending the Career Center, the student maintains allegiance to his/her home school where he/she may take part in extracurricular activities. The concept of the Area 40 Career Center provides an extension of the home school in certain career and technical areas which are too expensive to operate by any one school. While at the Career Center, the student agrees to abide by the school rules and policies of the Career Center and the home school.

### **Safety**

Safety will be stressed by all instructors at all times. State law specifies that safety glasses will be worn in shops when working with machinery and/or chemicals. Safety glasses are required while in the shop at all times in Auto Mechanics, Auto Collision Repair, Welding, Precision Machining, Construction Trades, and Agriculture Mechanics. Glasses may be purchased at the school at nominal cost. Instructors and students will also wear hearing protection when decibels reach 80 plus. Safety lessons are an important part of each course.

All students must have an immunization record on file and have their records in good standing at their respective school corporation.

### **Visitors**

All visitors must sign in at the North Lawrence Career Center attendance office which is at the east entrance of the building. Students should not bring visitors to school. During regular school hours, visitors may be asked to provide a state approved photo ID in order to proceed beyond the office area. We ask that visitors not interrupt instruction.

### **Parent Involvement**

Parent/Guardian involvement in the progress of a child's education is encouraged. Through technology, it is now possible to easily check daily progress. Parents are encouraged to contact teachers, counselors, or administrators at any time for clarification of any issue. Parents are welcome at school. Please schedule visits in advance when possible. Thank you for entrusting us with your child. Some teachers

will utilize Google Classroom where your involvement in knowledge of what they are learning could be maximized.

### **PowerSchool**

The PowerSchool Parent Portal is an easy to use web-based feature of the PowerSchool Student Information System that provides parents/guardians immediate access to grades, assignments and attendance records, teachers' comments and subscribe to various reports via email in an effort to facilitate and improve communication between home and school.

You may access the PowerSchool Parent Portal from any computer with an Internet connection by launching your web browser and first going to <http://powerschool.nlcs.k12.in.us/public/home.html>. You will be directed to the PowerSchool Parent Portal login screen, where you will type in your username and password.

### **School Accident Insurance**

It is highly recommended that students acquire some form of medical health insurance, whether it is the type which pays around the clock, or for injuries suffered at school or in route to and from school. There is always the possibility of injury in shop oriented, hands-on career courses. A tetanus booster shot is recommended per your health provider's recommendation. Parents and students should consult with their physician to determine if tetanus protection is needed.

### **Transportation**

Bus transportation is available to all regularly enrolled secondary students. No students from participating corporations may drive without prior written approval of the student's parents, high school principal and the NLCC Director or designee. Students may not park at the Career Center without written permission from the Career Center office. All Bedford North Lawrence students must use the BNL student parking lot.

### **Home School Activities**

Career Center students will be allowed to return to their home schools for special activities. The Principal of the home school will inform the Career Center Director

when students will be out of classes at the Career Center. Students will not be penalized for those days out, however, make-up work would be advised if students wish to receive credit for days missed.

### **Non-traditional Students**

North Lawrence Community Schools allows guest students to enroll in Career Center classes as non-traditional students. Non-traditional students may be students not currently enrolled in the North Lawrence School Corporation or another of the Area 40 participating schools. All non-traditional students must comply with regulations and policies set forth in the Career Center handbook and all other policies and regulations of the North Lawrence Community Schools. Students enrolled as non-traditional will attend classes at the Career Center only and are excluded from admission to other NLCS facilities during normal school hours without administrative permission. A student desiring non-traditional status during the school year must submit proper paperwork provided by North Lawrence Community Schools.

### **Grading Scale**

<u>Percent</u>	<u>Grade</u>	<u>Percent</u>	<u>Grade</u>
100 -97	A+	76-73	C
96-93	A	72-70	C-
92-90	A-	69-67	D+
89-87	B+	66-63	D
86-83	B	63-60	D-
82-80	B-	Below 59	F
79-77	C+		

### **Student Evaluations**

Student evaluations are based on the knowledge of the subject matter, how that knowledge is applied in the shop or laboratory, attendance patterns, general attitude towards fellow students, the instructor, behavior, and the course requirements. Grades are based on written tests and materials, laboratory/shop achievements, and overall attitudes about the work/study environment. Attendance and promptness are important to success.

### **Certificates of Completion**

Certificates of Completion will be awarded to those students who successfully complete a Career Center program.

### **Effect of Absences on Grades**

Career Center programs are designed to include adequate hours for a person to begin to develop necessary skills to become employed. Credit is allowed in a Career Center program based upon whether or not the student is able to demonstrate skills deemed necessary for job entry, knowledge, employability skills, and trade skills. Attendance is one of the most important criteria to job success. It is therefore necessary that students be in class every day in order to take full advantage of learning opportunities. Skills require repetition and practice in order that a person may develop proficiencies that are acceptable to employers.

Career Center classes are designed to simulate the actual work conditions that will be found when the student becomes employed. Great emphasis is placed upon the fact that employers insist upon employees being on time for work and at work on a regular basis. Emphasis also includes the need to get along with fellow workers, a sense of responsibility to the employer, team work, problem solving, work-ethic, and integrity aligned with professional expectations of employers.

Absences from class diminish the students' learning opportunity and limits skill acquisition; therefore, absences are very detrimental to success in a Career Center program.

All vacations and other non-school activities involving students should be scheduled during times when school is not in session.

### **Rules for Legal Absences**

#### **A. Attendance**

Indiana law requires regular school attendance by all individuals, ages 7-16. Students are encouraged to attend and actively participate in all the school has to offer. High school students should not expect to earn credits and consequently, graduate without meeting classroom requirements which include attendance. One important factor for success in school and work is good attendance. To this end, students should take advantage of each day and the activities provided.

Indiana law provides an EXCUSED absence for the following reasons (students will be considered as being present in school.):

1. Legislative page
2. Worker on the day of any local, state, or national election with approval of parent, administration, and the candidate. The candidate must verify that the services were performed.
3. Court subpoena
4. Honoree in the Indiana General Assembly
5. Service in the National Guard

In addition, the North Lawrence Career Center provides an EXCUSED absence for the following (students will be considered as being absent.):

1. Personal illness
2. Death in the family
3. Medical appointment
4. Unavoidable family emergency
5. Mandatory college, vocational, or military testing required for admission.
6. College visitation
7. Religious holiday
8. Administrative approval
9. Any absence due to national holiday/religious observance must be approved by the principal prior to the event and with written request. Upon arrival it will be counted as an excused absence.
10. Inclement weather where the school bus fails to run or parents choose for their children not to attend due to potentially unsafe conditions.

An absence may be verified through telephone conversations, with parents or guardians. A note signed by a parent or doctor must be brought to attendance personnel within 48 hours of the absence.

#### B. Reporting Absences

Report absences to the home school attendance office unless the absence involves classes solely at the Career Center. Parent notes may be accepted up to, and including, five (5) absences per semester. Absences beyond five (5) will be UNEXCUSED unless medical verification is submitted. Continued absences may lead to failure in class and/or due process from school.

Students failing to follow established attendance rules / policies may be subject to discipline processes and reported to any applicable authorities.

#### **Excused Absences**

1. Personal illness or injury
2. Medical and Legal Appointments (Such appointments should be scheduled after school hours when possible. Doctors/Attorney statements are required to excuse these absences.
3. Family Emergency (subject to approval by building administration)
4. Funerals (with proper documentation)
5. Inclement weather when the school bus must run an alternative route or the parent chooses for their children to not attend school due to potentially unsafe conditions.

**Make-Up Work:** Class work may be made-up and credit given for any excused absence. However, the responsibility to obtain assignments and arrange for times to take missed tests is that of the student. One day for each day absent will be given to turn in assignments. In cases of extended periods of absence due to illness, a building principal or designee may consider the uniqueness of the case.

**Final exams will not be given early unless approved by the classroom teacher and the building principal.**

**Absences during the entire ECA testing window will result in automatic failure of the test.**

#### **Unexcused Absences**

An unexcused absence is any absence from school, class or assigned activity, without an excused reason (see above) or without parental verification. (Building administration reserves the right to verify the reasons for absences.)

**Make-Up Work:** Students are encouraged to make-up missed assignments in order to be successful in each class; **however credit may not be given if the absence was Unexcused.**

#### **Truancy**

Truancy is defined as being absent for more than 5 minutes from a class up to an entire school day when the absence is initiated by the student without parental consent under circumstances not covered by law or recognized by the school.

In the event that the truancy is more than one full school day the building administration will then determine the appropriate disciplinary action to be taken.

### **Tardiness**

Tardiness can become a bad habit and is not tolerated in the world of work. Student tardiness may lead to after school detention, in-school suspension, Saturday school, out-of-school suspension, or due process proceedings.

Students reporting late to the Career Center must check in at the attendance office to pick up a tardy pass before reporting to class. Bedford North Lawrence students must sign in with the BNL attendance office any time they are late getting to school in the morning.

It is the responsibility of the student to be on time to all classes. Career Center bells are scheduled to allow ample time to reach other classes. Students should report any problems with class times to the Career Center office before accumulating excessive tardiness.

### **Leaving School During School Day**

Anytime a student leaves school during the school day he/she must check out through the Career Center office before leaving. The BNL nurse is available for typical school nurse services. If the student has particular health concerns, they should be on file at BNL or, if the student is from a sending school, be on file at the Career Center.

Any student who has to leave school to go to a doctor or dentist appointment during the school day must have their parent/guardian notify the attendance office. A signed doctor's/dentist statement must be presented to the school attendance office on his/her return to school. Leaving school without permission is considered truancy.

### **Weather Emergencies - School Messenger**

In the event of a delay or cancellation due to weather or other unforeseen circumstance, Superintendents of participating schools will be notified as well as several media outlets. BNL students with current telephone numbers on file will receive an automated message from School Messenger. Sending school students should refer to their home school for closings. The Career Center will be closed anytime BNL is closed. Sending schools will not provide buses when the Career Center is closed. Anytime a school corporation is closed due to inclement weather, students residing in that corporation should not travel. Anytime a school corporation is on delay due to inclement weather, students residing in that corporation should not travel during the time of the delay.

Cosmetology - Students enrolled in Cosmetology provide their own transportation but should follow the same guidelines as described above. Never attempt to drive if the corporation where the student resides has declared an emergency delay or closing. North Lawrence students should not drive to cosmetology during a delay or anytime NLCS schools are closed due to inclement weather.

### **Policy on Infraction of School Rules**

For behavioral problems which arise within the Career Center, the punishment will be administered to meet the needs of each individual case.

1. Possess, provide to another person, or be under the influence of any substance which is or contains:
  - A. Tobacco, alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, a hallucinogen, or non-prescribed (over-the-counter) drugs, preparations, or remedies, whether prescription or sold over the counter without a prescription, or any substance represented by the provider to be any of the listed substances, (a) on school grounds at any time, or (b) at any school-sponsored activity at any location, including the school bus.
  - B. Use of non-prescribed (over-the-counter) drugs, preparations, or remedies with proper written parental authorization is not a violation of the policy.
  - C. However the student will be in violation if the student has taken the medication or non-prescribed (over-the-counter) drugs, preparations, or remedies for reason other than prescribed and/or intended uses.

D. Under no condition or circumstance will a student be allowed to distribute any prescription, nonprescription, or non-prescribed (over-the-counter) drugs, preparations, or remedies to another student for any reason.

E. Under no condition or circumstance will a student accept from another student any prescription, nonprescription, or non-prescribed (over-the-counter) drugs, preparations, or remedies for any reason.

**Examples of things which are not to be possessed or provided to another person are: pipes, rolling paper, clips, and other drug paraphernalia.**

Use of medication by a student prescribed by a medical doctor, a dentist, or other health care provider, authorized by law to prescribe medication for that student does not violate this rule.

Any student who is unsure if possession, use, or providing another person with any particular medicine or substance would violate this rule should contact the director's office before possessing, using, or providing the medication or substance.

2. No student may provide, by sale or otherwise, any substance which he/she represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

3. No student may possess or use any substance which the student has reason to believe is, or which has been represented to him/her as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

4. Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind.

5. Any substance for which a student has a prescription or written permission from a parent allowing use must be brought to the BNL school nurse or designee in the Career Center office and administered or taken there.

Any student knowingly possessing, using or transmitting any illegal drug will be turned over to the law enforcement officers and offered a due process hearing to be expelled for the remainder of the year.

#### **Vandalism**

Purposely damaging school property is considered a serious offense and will be dealt with accordingly.

#### **Theft**

Students involved in theft at school may be suspended and/or expelled from school.

#### **Inappropriate Conduct and Language**

Any student participating in inappropriate conduct or language may be suspended from school depending on the severity of the case, and may be subject to due process procedures.

#### **Smoking/Use of Tobacco Products**

Possessing/Use of tobacco may result in some form of suspension from school.

Repeated violation may result in a recommendation for expulsion. NLCS is in compliance with the Pro-Children Act of 1994. The Career Center is a tobacco-free environment.

#### **Fireworks/Explosives**

Students who possess or set off any fireworks such as smoke bombs, firecrackers, etc., may be subject to due process procedures being initiated for expulsion from school for at least one academic year. School personnel may also report the incident to appropriate law enforcement agencies.

#### **Endangerment/Emergency Systems**

Any student who intentionally attempts to compromise the safety and well-being of students staff, and/or community patrons by activating the emergency alarm system to disrupt the school environment, requires students and/or staff to evacuate the building, or make threats, such as false reports, bomb threats, etc. to other individuals will result in the student being offered due process proceedings for expulsion from school for at least one full academic year. School personnel may also report the incident to the appropriate law enforcement agencies.

#### **Suspension**

A student serving out-of-school suspension is also excluded from extracurricular

activities for the day(s) he/she is suspended. ***During the time a student is serving an out-of-school suspension, the student is not permitted to be on school grounds at any school facility operated by North Lawrence Community Schools without administrative authorization.***

### **Restrictions on Driver's License or Learner's Permit**

#### I. Restrictions on issuance of a Driver's License or Learner's Permit:

A. Indiana Code states: An operator's license or learner's permit may not be issued to a person less than eighteen (18) years of age who is under:

1. At least a second suspension from school for the year under Indiana statute.
2. An expulsion from school under Indiana School.
3. In an effort to circumvent the sanctions listed under this subsection as determined by the Superintendent of the North Lawrence Community School Corporation, withdraws from school before graduating.
4. Withdraws from school under the age of eighteen (18) except for financial hardship.

#### B. The Period of Ineligibility:

The Period of Ineligibility for the issuance of an operator's license or learner's permit continues until the earliest of one of the following events:

1. The person becomes eighteen (18) years of age.
2. 120 days after the person is suspended, or the end of the semester which the person returns to school, whichever is longer.
3. The suspension, expulsion, or exclusion is reversed after the student has had a hearing under Indiana Code.
4. If paragraph 1A (4) applies, the student in good standing has re-enrolled in school.

#### II. Invalidation of Existing Driver's License or Learner's Permit

A. Indiana Code states: If a person is less than eighteen (18) years of age and is under suspension, expulsion, or exclusion as described in Section 29 (g) of this chapter, the department shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following events:

1. The person becomes eighteen years of age.
2. 120 days after the person is suspended, or for the semester which the person returns to school, whichever is longer. **The period of invalidation**

**will begin when the BMV notifies the parents.**

3. The suspension, expulsion, or exclusion is reversed after the student has had a hearing under Indiana Code.
4. If paragraph 1A (4) applies, the student in good standing has re-enrolled in school.

B. Any student whose driver's license and/or learner's permit has been invalidated by the State Bureau of Motor Vehicles may appeal pursuant to Indiana Code. If a student received an invalidation notice from the Bureau of Motor Vehicles during the time he/she is enrolled in Driver's Education, the student **must** notify the instructor immediately.

### **Dress / Appearance**

School personnel need and ask for the support of parents to ensure that students come to school in attire that is modest, does not pose health or safety hazards, and is not disruptive or distracting to the school environment. Appropriate dress is extremely important to "safety" at NLCC. Students must wear appropriate clothing necessary to ensure safety while participating in NLCC activities.

The goal in all buildings of the North Lawrence Community School system is to provide an educational environment that is pleasant, safe, and conducive to instruction. Students are permitted to express their individuality as long as their appearance does not compromise educational climate or the rights of other students.

The following items attempt to serve as a guide for students as they dress for school. Please feel free to ask an administrator if there is a question about whether or not an article of clothing is considered appropriate dress for the NLCS environment.

1. Students are to wear items of clothing in a manner in which they are designed and intended.
2. No short-shorts are permitted. Shorts and skirts are permitted if they are at least mid-thigh length. Shorts that are designed to be worn skin-tight will not be permitted, unless a different type of clothing is worn over the shorts. Clothing that is worn skin-tight (spandex, etc.) will not be permitted unless it is worn under another garment.

3. Students are to wear shoes with soles at all times.
4. Clothing that has been modified by tearing or cutting is not permitted. (This includes such items as cut-off shorts, muscle shirts, or shirts with cut-off sleeves.)
5. Students are required to wear shirts and blouses that are worn, at a minimum, waist length. In other words, clothing designed to reveal a bare midriff will not be permitted.
6. Shirts or garments which partially cover the upper body, such as halter tops, tube tops, mesh tops, strapless tops, or tops with spaghetti straps will not be permitted. Sleeveless garments, excluding tank tops, are acceptable if they do not have any form of scoop neckline. Any apparel that exposes undergarments is not acceptable.
7. Clothing that contains any of the following is strictly prohibited:
  - a. Advertising or content relating to alcohol, beer, drugs, tobacco, or other illegal substances.
  - b. Obscene or lewd writing, pictures, profanity, or language inappropriate to an educational environment.
  - c. Anything that implies, suggests, or portrays sex or violence.
  - d. Holes in inappropriate areas of an article of clothing.
  - e. Gang attire, signs, or symbols.
8. Hats or sunglasses are not to be worn inside the school. Headbands or bandannas are not to be worn at any time on school grounds. A headband is permitted if it is worn above the forehead as a part of the hair style.
9. Unless appropriate to the class activity, students are not to wear coats, or jackets, designed exclusively as outerwear, in classrooms, resource centers, or lunchrooms. (Teachers or administrators may grant exceptions to this rule due to a class activity or room temperature.)
10. Students may not wear any type of clothing or other items (chains, bullets, etc.) the administrator deems inappropriate if the clothing presents a real or implied threat to the safety or well-being of individuals in the school environment.

When appropriateness of dress/appearance is in question, the principal or his/her designee may request modification or provide cover to be worn over the suspect clothing. Students who dress in an inappropriate manner may receive some form of disciplinary action depending on the age of the students and the severity of the problem. Disciplinary actions for inappropriate dress may be detention, Saturday school, in-school suspension, or out-of-school suspension.

### **Student Physical Contact**

Student physical contact is not permitted at school. Students are not to hold hands or show other signs of physical affection in school.

### **Cell Phones**

Cell phones (or any mobile electronic transmitting devices) are permitted for the explicit purpose of allowing students the ability to communicate in emergency situations before and after school hours.

Cell phone use within the building is discouraged. During school hours, cell phones must be placed and should remain in a secure location. At no time during class are cell phones to be used to text message, make phone calls, show pictures, take pictures, record video, play music, or check for missed calls. If it is necessary for students to communicate with parents or others during class, students should get instructor's permission. Parents are discouraged from contacting students via cellphone during school hours. Parents may contact students through the school office. Disciplinary actions for inappropriate cell phone use may be detention, Saturday school, in-school suspension, or out-of-school suspension.

### **Important Notice to Students and Parents Regarding Cell Phone Content and Display.**

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any Person/student is involved with "child exploitation" or "child Pornography" as defined by Indiana Criminal Statutes.

It is "child exploitation", a Class C felony under I.C. 35-42-4-4(b) for any person/ Student (1) to exhibit, photograph, or create a digitized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to disseminate or exhibit matter that depicts or describes "sexual conduct" by a child who the person knows is less than 17 years of age or who appears less than age 16.

"Sexual conduct" is defined by I.C. 35-42-4-4(9a) to include sexual intercourse, exhibition of uncovered genitals intended to satisfy or arouse the sexual desires of



any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

#### **Gang Activity**

The Career Center will not tolerate any gang paraphernalia or any gang related activities at the school. There will be appropriate disciplinary action taken against anyone participating in any gang activity.

#### **Gender/Racial Slurs**

Every student shall be permitted to attend school and participate in its educational programs and activities without being harassed, intimidated, or ridiculed on the basis of sex or ethnic background. Appropriate disciplinary actions will be taken for students involved in such activities, which may result in a suspension and/or expulsion from school.

#### **Fighting**

Fighting and other acts of violence will not be tolerated. If a student feels they are being harassed, threatened, or provoked to fight, they are encouraged to see an administrator, teacher, or hall monitor immediately.

Any student who becomes an active participant in a fight, regardless of who initiates the fight, will be suspended from school for five to ten days. Any student involved in a second fight during the school year will be offered due process. This rule applies to fighting at school, on the school bus, at any school function, and on any North Lawrence Community School property. A parent conference with an

administrator is required before a student will be permitted to return to school after a suspension for fighting.

#### **Possession of Weapons**

A staff member or student who has reason to believe that a person on school property or at a school-related activity possesses a weapon shall report the possession to the school principal or the supervisor of the activity. The report should include as much details as possible concerning the person possessing the weapon, the type of weapon, location of the person, and the evidence the belief is based upon.

#### **Possession of a Knife on School Grounds**

Students are not permitted to possess a knife on school grounds. Any student who possesses a knife on school grounds will be referred to the building administrator for appropriate disciplinary action. Per IC section 35-47-5-2.5, relating to knives at schools and on buses, students who possess a knife on school property or on a school bus are subject to a Level 6 Felony. It also states that if the individual has a previous unrelated conviction, the individual may be subject to a Class A misdemeanor. The possession of a knife on school grounds may be considered a Level 6 Felony if the offense results in bodily injury or serious bodily injury to another person.

#### **Use of an Object as a Weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or cause for legal action.

No student is to confront the person possessing the weapon. A principal or designee receiving a report of weapons possession shall have the option of conducting a search for the weapon, search or seizure, or contacting the local law enforcement agency officials for assistance. Any interaction with the person should have as its primary objective the safety and welfare of people in the area rather than the possession of the weapon.

For purposes of this guideline, a weapon is defined as “any instrument capable or

appearing to be capable of causing serious bodily injury to a person” such as all loaded or unloaded firearms, pellet guns, b-b guns, inoperable replica firearms, knives, stun guns, other “look-alike: weapons, and chemical agents such as tear gas or pepper gas.

Since NLCS policy includes as weapons such actions as bomb threats, reporting false fire alarms, or other dangerous conditions, a staff member or student should also report such actions or possibility of such actions to the principal or activity supervisor.

### **Work Permits**

Students who receive work permits realize that school personnel may revoke this privilege based upon academic, attendance, and/or disciplinary reasons.

### **Harassment and Hazing**

It is the philosophy of all school personnel to provide quality and safe educational and extracurricular opportunities for young people. School personnel will not tolerate any individual or group of individuals’ harassment or hazing of another student or a group of students. Therefore, it is a violation of school guidelines and policy to physically or verbally threaten, harass, or intimidate others during school hours or at any school event. No one should be subjected to these types of behaviors at any time. These types of behaviors will not be permitted by school personnel and school personnel will aggressively and appropriately deal with these types of misconduct.

### **Anti-Bullying Policy**

The following policy has been established by the School Board of Trustees for the North Lawrence Community School Corporation (NLCS) regarding anti-bullying.

#### **I. Policy Statement**

The School Board of Trustees for the North Lawrence Community School Corporation prohibits acts of bullying. The school board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe and disciplined environment. NCLS administration and staff will

work diligently to respond to all acts of bullying in a proactive and responsive manner that insures all students are afforded the opportunity to attend school in a safe and secure environment.

#### **II. Definitions**

##### **1. Bullying**

a. As defined by the school corporation, bullying means aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power.

b. As defined by IC 20-33-8-.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- i. Places the targeted student in reasonable fear of harm to the targeted student’s person or property;
- ii. Has a substantially detrimental effect on the targeted student’s physical or mental health;
- iii. Has the effect of substantially interfering with the targeted student’s academic performance; or
- iv. Has the effect of substantially interfering with the targeted student’s ability to participate in or benefit from the services, activities, and privileges provided by the school.

c. This term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

- i. Participating in a religious event.
- ii. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- iii. Participating in an activity consisting of the exercise of a student’s rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.

- iv. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
- v. Participating in an activity undertaken at the prior written direction of the student's parent.
- vi. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

### III. Policy Provision

1. The school corporation shall adopt discipline rules in compliance with IC 20-33-8-13.5 that prohibit bullying and include provisions concerning education, parental involvement and intervention. These discipline rules shall apply regardless of the location in which the bullying occurred when the bully and the targeted student are students at a school within the school corporation, or disciplinary action is reasonably necessary to avoid substantial interferences with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

2. The principal at each school within the school corporation shall implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of bullying, consistent with the code of student conduct, as well as the consequences and remedial responses for staff members who commit one or more acts of bullying. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.

3. The principal at each school within the school corporation shall be responsible for designating a member of his/her staff to receive all complaints alleging violations of this policy.

4. All NLCS employees, volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this policy to the principal or the principal's designee on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. A written report of the incident shall also be submitted to the school principal or principal's designee within one (1) school day of submitting the verbal

report.

5. Students, parents and visitors of a school within the school corporation are encouraged to submit a written report of alleged violations of this policy to the principal (or principal's designee) on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. Such a report may be made anonymously. Formal action for violations of the code of student conduct may not be taken solely on the basis of an anonymous report.

6. Any corporation and school employee, volunteer or contracted service provider who promptly reports an incident of harassment, intimidation or bullying, and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

7. The principal or designee shall conduct a thorough and complete investigation for each report of an alleged incident of bullying received. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of harassment, intimidation, or bullying. The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the Board of Education on a quarterly basis during regularly scheduled board meetings.

8. Each school within the school corporation shall record the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying and electronic or written communication bullying. Each school shall report this information to the school corporation superintendent, school board, and the Indiana Department of Education. Information shall be submitted to the Indiana Department of Education by July 1 of each year.

9. The principal shall provide the parents of the students who are parties to the investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of bullying, and whether consequences were imposed or services provided to address the bullying incident if the evidence of bullying was substantiated. This information is

to be provided in an expedited manner.

10. Any corporation and school employee, volunteer or contracted service provider who receives a report of harassment, intimidation, or bullying from a student, parent, visitor, or colleague, and fails to initiate or conduct an investigation, or who witnesses or observes a bullying incident and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

11. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of bullying is confirmed, according to the parameters described in the corporation's code of student conduct. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of bullying may range from positive behavioral interventions up to and including suspension or expulsion.

12. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce bullying and enhance school climate, enlist parent corporation and involvement or take other appropriate action). Intervention and support implemented by the principal or his/her designee should include follow up services to both the targeted student and the bully. The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

13. The principal of each school within the school corporation is authorized to acknowledge and respond to instances of false reporting of alleged bullying incidents. The principal is expected to respond with consequences and remedial actions regarding any person found to have falsely accused another as a means of bullying as permitted under P.L. 285-2013 for:

a. Students – Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion.

b. School Employees – Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students

could entail discipline in accordance with corporation policies, procedures and agreements.

c. Visitors or Volunteers – Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of building or grounds privileges, or prohibiting contact with students or the provision of student services.

14. The superintendent of the school corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The superintendent shall post a link to the policy that is prominently displayed on the homepage of the school corporation's website. The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

15. Each school within the school corporation shall disseminate the anti-bullying policy and bullying prevention instruction to all students in grades 1-12 within the school no later than October 15<sup>th</sup> of each school year. It is expected that anti-bullying information will be part of a more comprehensive bullying prevention effort communicated to the students throughout the school year, and that the age appropriate, research based instruction for all students in grades 1-12 be delivered by a school safety specialist, school counselor, school resource officer or other person with training and expertise in the area of bullying prevention and intervention.

16. Each school within the school corporation shall provide annual training on this policy and bullying prevention and intervention instruction to corporation and school employees, volunteers and contracted service providers who have direct and ongoing contact with students.

The North Lawrence Career Center is committed to a safe and civil educational environment free from bullying for all students, employees, volunteers, and patrons. Bullying can take on many forms, including slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions.

For purposes of this policy and per state law, bullying means overt, repeated acts of

gestures, including:

- (1) verbal or written communications transmitted
- (2) physical acts committed; or
- (3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student.

Bullying is prohibited when:

- (1) on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group;
- (2) off school grounds at a school activity, function or event;
- (3) traveling to or from school or a school activity, function, or event, or;
- (4) using property or equipment provided by the school.

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

Bullying is a violation of state law and school policy and can be cause for suspension or an expellable offense. In instances where bullying occurs, an administrator will use his discretion and judgment to determine proper action.

### **Acceptable Use Policy (AUP)**

*North Lawrence Community Schools*

*Revised 2011*

### **Technology Mission Statement**

North Lawrence Community Schools (NLCS), in collaboration with the community, provides a learning environment complete with contemporary technology that integrates with the curriculum and augments learner goals and the Indiana State Standards.

#### **1. Policy Statement**

It is the objective of the Board of School Trustees of the North Lawrence

Community School Corporation to provide electronic and communication resources to its school community for the purpose of promoting student achievement and the efficient operation of NLCS while protecting confidential information from disclosure to unauthorized persons.

***In the pursuit of this objective, the Board expects school employees and students to utilize any electronic and communication resource, device, or service in a manner consistent with this policy.***

In making decisions regarding student access to the Internet and Electronic Communication Devices (ECDs), the North Lawrence Community Schools considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet and use of ECDs enable students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The District expects that faculty will blend thoughtful use of the Internet and ECDs throughout the curriculum and will provide guidance and instruction to students in their use. As much as possible, access from school to Internet and ECD resources should be structured in ways that point students to those that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Students utilizing any Internet services or ECD must first have permission and be supervised by the North Lawrence Community School's professional staff. Students utilizing Internet access or ECDs are responsible for good behavior just as they are in a classroom or other areas of the school. NLCS rules for behavior and communications apply.

On campus, Internet access and use of ECDs must facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the North Lawrence Community Schools. Access is a privilege, not a right. Access entails responsibility.

Use of accounts during school hours should be in support of educational research and/or communication and consistent with North Lawrence Community School's educational objectives. **Therefore, Internet access and ECDs will be limited to educationally approved use. Educationally approved usages are determined by the user with the understanding that he/she may need to justify the use(s) to a peer, teacher, administrator, parent, or the general public.** Transmission of any material in violation of any U.S. or state regulation is prohibited at all times. This includes, but is not limited to copyrighted material, threatening or obscene material, political lobbying, etc.

## **2. Scope of this Policy**

This policy applies to all users of Internet access, ECDs, e-mail, and computer based research and communication on the grounds of or provided by North Lawrence Community School Corporation.

## **3. Penalties for Violation of this Policy**

Negligent, knowing, and/or intentional violations of this Policy will have significant consequences such as suspension or expulsion of a student, and/or prosecution according to law.

### **Consequences**

- a. Violations of the terms and conditions described above shall result in disciplinary action. It is a criminal act under Indiana law to access a computer system and/or damage or alter a computer program, data, or hardware without the consent of the computer owner. A computer user who violates these terms and conditions may lose computer privileges and shall be subject to disciplinary action as determined by school administration.
- b. There are criminal statutes pertaining to computer tampering (Indiana Code 35-43-1-4) and computer trespass (IC 35-43-2-3). Computer tampering deals with the knowing or intentional alteration or damage to a computer program or data without consent, and computer trespass deals with the knowing or intentional access to a computer system network or a part thereof without consent.
- c. Computer tampering is a Class D Felony, and computer trespass is a Class A Misdemeanor. In addition, there are other criminal offenses, which deal with theft and criminal mischief with similar or greater penalties of imprisonment,

depending on the circumstances.

## **4. Ownership of NLCS Electronic Resources & Information Stored on Them**

**NLCS Ownership** - The electronic resources provided by NLCS and all information contained in or on them and all information transmitted on or stored on them are at all times the property of NLCS, subject to any proprietary interest existing before the entry of the information on NLCS electronic resources, such as properly identified and registered copyright interest. In no case are these electronic resources or the information stored on or in them owned, rented, loaned, or leased by users to the exclusion of authorized NLCS administrators. Documents and other data created or stored on NLCS electronic resources may be protected by copyright by the author and reproduced by a duly authorized licensee, but this ownership interest shall not be utilized to deny access to information stored or reproduced through NLCS electronic resources.

**No Expectation of Privacy** - No user shall have an expectation of privacy in any information created, received, or stored on NLCS's electronic resources. If a user transmits or receives messages on NLCS's electronic resources such as e-mail, the content of such a communication is subject to investigation, search, retrieval, and review in accordance with this Policy. Confidential communications shall not be transmitted on NLCS electronic resources except where the confidential or privileged communication is on behalf of NLCS and not an individual user.

**Information as Public Record** - Users of NLCS's electronic resources are on notice by this Policy that messages and other information transmitted, stored, or received on NLCS's electronic resources may become a "public record" under the Indiana Access to Public Records Act, Indiana 5-14-3 ("APRA"). Messages and information are subject to disclosure by NLCS pursuant to an APRA request without further notice to the user.

**No User Installed Password Barrier or Encryption** - A user of NLCS's electronic resources who makes use of a password, code or encryption device to restrict or inhibit access to a NLCS electronic resource shall provide immediate unlimited access to this data when requested to do so by the User's supervisor. If an employee, teacher, (if a student) or principal is authorized by this Policy to override,

void, or destroy any code, password, or encryption device to access any information stored on or accessible through a NLCS electronic resource.

**Disclosure of Password** - Except as provided above, no person shall request or require that a user reveal a password or access code for any NLCS electronic resource. A supervisor, principal, or teacher with legitimate school need to review the electronic resource usage of a user shall contact the administrator of the electronic resource for access rather than request that the user reveal the user's password or access code. NLCS personnel authorized to operate a computer on either a building level or district-wide computer network and related terminals shall be assigned a user password by the district technology coordinator. Each user's password shall be changed periodically by security reasons (each building in NLCS will have a building representative with password rights or a NLCS technician).

**Use of Another User's Password** - A user shall not attempt to obtain or use another user's password, sign-on, or account without written or verbal permission from that user. An unauthorized attempt to log onto any electronic resource as a Network Administrator will result in discipline including termination for employees and expulsion for students.

**Monitor Protection** - Messages containing confidential information should not be left visible on the monitor when a user is away from his or her computer.

**Change of Passwords** – Email and network sign on passwords shall be changed at the discretion of the systems administrator.

#### **NLCS Network Policy**

Members of the NLCS Network Community have certain network privileges. Infringement of or disrespect for the rights of others may result in disciplinary action. These privileges include:

a. Equal access. All members of the NLCS Network Community will be granted free and equal access to as many network services as the technology allows.

Exploration of the Internet is encouraged relative to the purposes of the Network; however, no single user should monopolize a computer or the network they use. You may be asked to remove personal files if total system storage space becomes low.

b. Safety. To the greatest extent possible, members of the NLCS Network

Community will be protected from unwanted or unsolicited contact. Any community member who receives threatening or unwelcome communications should bring them to the attention of a system administrator or teacher. Users must be aware that there are many services available on the network or Internet that could potentially be offensive to certain groups of users.

#### **5. Use of Any Internet Access and/or ECDs on NLCS Grounds and/or During School Sponsored Activities**

##### **Unacceptable Uses of NLCS Internet and/or ECDs**

Users are expected to abide by the generally accepted rules of network etiquette. It is expected that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Unacceptable usage of the Internet and/or ECDs includes but is not limited to the following:

- a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
  - b. to transmit obscene, abusive, sexually explicit, or bullying/ threatening language;
  - c. to violate any local, state, or federal statute;
  - d. to vandalize, damage, or disable the property of another individual or organization;
  - e. to access another individual's materials, information, or files without permission;
  - f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission;
  - g. information that enables or supports the commission of a crime or an act that would endanger the user or others or damage property;
  - h. a message from a person not authorized to use NLCS communication resources;
  - i. offers to buy or sell goods or services from an individual or private business or entity;
  - j. jokes, comments, or messages that contain content that is demeaning to a group of people, defamatory, harassing, threatening, objectively offensive, or disruptive to the intended recipient.
- Examples of information that violates this provision include harassment in violation of NLCS Board Policy, sexual comments or images, pornography, and racial, ethnic, disability, or religious slurs;
- k. information that hides or attempts to hide the identity of the sender, or

- misrepresents the identity of the sender;
- l. information that would enable a user to obtain access to the information or e-mail of others without authorization;
- m. excessive messages not related to NLCS business;
- n. a computer virus or other message that is known by the sender to have the capability to damage or impair the operation of an NLCS electronic resource or another person or organization's communication resource;
- and,
- o. school communication resources are not to be used for personal gain.
- p. unauthorized use of drives to transport information (flash drives, jump drives, PIN devices, online storage, external hard-drives, etc.
- q. The network shall not be used in such a way as to disrupt its use by others.

All communications and information accessible via the network is property of North Lawrence Community School Corporation and is not considered private property of the individual.

r. Students are prohibited to broadcast, instant message, or chat with other users inside or outside of the NLCS network unless given explicit permission by an appropriate staff member.

**s. Never share your password or account with anyone.**

Each individual, student or teacher, has the responsibility for the appropriate use of his/her account and will be held responsible for any policy violations that are traced to his/her account.

t. Students shall not reveal personal information about themselves or others, including photographs and videos.

**Acceptable usage of NLCS's Internet and/or ECDs includes but is not limited to the following:**

- a. to facilitate research;
- b. to facilitate distance learning activities;
- c. to develop NLCS approved web pages;
- d. to develop skills pursuant to job orientation;
- e. to encourage and support connectivity with all appropriate agencies;
- f. to improve communication in the school district;
- g. to improve communication within the community;
- h. to improve school/business partnership within the community;

- i. to accommodate adult education;
- j. to gain access to technical support for hardware and software;
- k. to download necessary software drive support;
- l. to download information from an external device or storage unit onto a designated workstation when given permission by a teacher, principal, or technology supervisor or technician;
- m. to gain access to trial software programs for evaluation.
- n. E-mail is not guaranteed to be private and can be examined by the System Administrator when deemed necessary. Messages relating to or in support of illegal activities shall be reported to the authorities. The forwarding of chain letters is prohibited without the prior consent of the recipient(s).
- o. Use proper and courteous written language in messages. Vulgarities or any other inappropriate language is not allowed. Messages shall not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, violence, threats, or hate. All communications (i.e. Listservs, e-mail, instant messaging, etc.) that contain any material listed above are prohibited.
- p. Use of photographs of any student, group, or employee in any publication on the Internet requires written approval from the parent or employee, respectively prior to use.
- q. NLCS will not be held responsible for lost, stolen, or damaged personal ECDs.

**6. Procedure for Inspecting the Communication Resource Usage of a User**

In cases where electronic messages, documents, files or other communication resources must be accessed or read, the person who desire access to such materials shall notify the school principal (student) or the employee's immediate supervisor (teacher or administrator) explaining the reason for the request. The supervisor (teacher, principal) shall submit a request to review the communication resource usage of a user in writing or by e-mail to the Systems Administrator. The Systems Administrator shall forward each request to the Superintendent with a recommended disposition and the Superintendent shall have the authority to grant or deny the request for access. A denial of access may be reviewed by the Superintendent, and the Superintendent's decision shall be final.



## **7. Appropriate & Prohibited Uses of Communication Resources**

**General Rule Use** - Any use of NLCS's communication resources must be consistent with the educational mission and objectives of NLCS. Misuse of communication resources may result in denial of access to those communication resources. **The Network Administrator shall monitor the use of all NLCS communication resources and shall be authorized to immediately suspend any user's access to a communication resource pending review of any alleged misuse by the appropriate supervisor.**

"Appropriate Supervisor" for purposes of this Section means the principal of the building to which an employee or student is assigned, or the Superintendent in the case of an administrator.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

### **Authorization for Use of NLCS Internet and ECDs**

No person (employee, student, or visitor) is to use any NLCS computer, internet, internet resource, and/or related equipment, such as ECDs, without proper authorization. In order to become authorized to use NLCS's building level or district-wide computer network, with approval by classroom teacher or building administrator, a person must qualify in at least one (1) of the following categories:

- a. is an employee of NLCS with an assigned user code/password;
- b. is a student in NLCS with an assigned user code/password;
- c. is an employee or student in NLCS with an assigned user code/password from another school Corporation or nonprofit organization for which NLCS processes data;
- d. is a maintenance person from the computer manufacturer providing NLCS with a maintenance contract;
- e. is a temporary user approved by the Superintendent or his designee.

Any other use of NLCS computers, internet, internet resources, and/or related equipment, such as ECDs, is not authorized. Where investigation

confirms any or all such allegations stated in the above, corrective actions shall be taken.

### **Authorization for Use of Personal ECDs**

Personal ECDs may be used in NLCS classrooms and other approved areas for educational purposes at the discretion of the teacher in collaboration with the building principal. Usage of personal ECDs falls under the guidelines stated in Section 5.

## **8. Confidentiality & Copyright Protection**

**Confidential Information Stored or Transmitted** - Users of NLCS's communication resources are expected to protect the integrity of proprietary and confidential information maintained by NLCS. "Confidential information" as used in this policy means information declared confidential by the Board's policy on Access to Public Records or by State or federal law. Confidential information shall never be transmitted or forwarded to a person not authorized to receive the information.

### **Software and Copyright Policy for NLCS**

NLCS will abide by all state and national copyright policies in regard to computers and other material. Other--see NLCS Copyright Policies. Where investigation confirms any copyright violations, prompt corrective action shall be taken.

Users should not copy or distribute through the e-mail system any copyrighted material of the third party (such as software, database files, articles, graphic files and downloaded information) unless the user has confirmed in a paper or electronic form in advance that NLCS has a license or other right to copy or distribute the material. Violation of the rights of a copyright owner will result in discipline of a student or employee.

## **9. Security of NLCS Electronic Resources**

**Isolation of Problems** - Security on any NLCS electronic resource is a high priority when the resource involves many users and contains proprietary and confidential information. A user shall immediately notify the Network Administrator if a security problem is identified on any NLCS electronic resource. The problem shall not be demonstrated to other users.

**Denial of Access** - A user identified as a security risk based upon one or more violations of this Policy may be denied access to all NLCS electronic resources.

**Warranties and Responsibilities:**

The North Lawrence Community Schools makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing.

The District will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on District diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for personal property used to access District computers or networks or District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District provided access to the Internet.

**Vandalism:**

Vandalism is defined as any attempt to harm or destroy data or equipment. This includes, but is not limited to: the creating or transfer of computer viruses, changing of system defaults or passwords, destroying network data, and damaging computer equipment. Anyone responsible for vandalism is subject to denial of privileges, discipline, and/or repair/replacement cost.

**Unsolicited Online Contact:**

Students of NLCS are not to respond to any unsolicited online contact. It is the student's responsibility to notify his/her instructor of any such instances. The instructor will then notify the Information Services Department.

Although Internet filtering is used by NLCS, families should be aware that some materials accessible via the Internet might contain items that are

illegal, defamatory, inaccurate, violent, sexually explicit, or potentially offensive to some people. Goods and services purchased by students via the Internet could result in unwanted financial obligations for which the student and his/her parent(s) could be liable.

**Hold Harmless Provision and Indemnification:**

In consideration of NLCS providing the user with access to computer equipment, software, and the network, and in consideration of permitting the limited use of ECDs as set forth in this policy, the user and the user's parents, as applicable, agree to defend, indemnify, and hold harmless NLCS and its employees, officers, directors, contractors, and agents from any and all liability, loss, or damage, including costs and attorney's fees, arising from the use of NLCS computer equipment, software, or network in violation of this policy, or from the use of personal ECDs. Parents of students in the North Lawrence Community Schools shall be provided with the following information:

- a. The North Lawrence Community Schools is pleased to offer our students' access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for lifelong learning.
- b. Families should be aware that some material accessible via the Internet and ECDs may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.
- c. While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the District institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the District's acceptable use policy.

That notwithstanding, the District believes that the benefits to students of access to the Internet exceed any disadvantages.

Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the North Lawrence Community Schools makes the District's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

*NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.*

#### **Student Due Process and Pupil Discipline (IC 20-8.1-5-4)**

The entire foundation and success of public school education depends on the basic concept of self-discipline; a self-discipline which will allow all individuals to exist in a world of change and with the individual rights afforded them by our Federal and State Constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights: do not at the same time infringe upon the rights of others.

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC-20-8.1-5.1, the Board of School Trustees authorizes administrators and staff members to take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** A middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period up to (1) school day if the student is assigned regular or additional work to be completed in another school setting. In addition, a middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a

period of (2-5) school days with the principal's approval, if the student is assigned regular or additional work to be completed in another school setting.

2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period up to 10 school days.

3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from the school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for Suspension and Expulsion in this policy.

#### **Grounds for Suspension or Expulsion**

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.

The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:

a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.

b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.

c. Setting fire to or damaging any school building or property.

d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.

e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.

2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however constitute a violation of this provision.

5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.

7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision.

8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.

9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:

- a. engaging in sexual behavior on school property;
- b. disobedience of administrative authority;
- c. willful absence or tardiness of students;
- d. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug,

amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant or intoxicant of any kind;

e. possessing, using, transmitting, or being under the influence of caffeine based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without prescription.

12. Knowingly possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.

#### 13. POSSESSION OF A FIREARM

a. No student shall possess, handle, or transmit any firearm on school property.

b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:

1. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive

2. The frame or receiver of any weapon described above

3. Any firearm muffler or firearm silencer

4. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than one quarter ounce, mine, or similar device

5. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which had any barrel with a bore of more than one-half inch in diameter.

6. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may readily be assembled.

c. The penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

#### 14. Other Grounds for Expulsion or Suspension

a. No student may provide, by sale or otherwise, any substance which he/she represents to be a narcotic drug, hallucinogenic drug,

amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant, of any kind.

b. No student may possess or use any substance which the student has reason to believe is, or which has been represented to him/her as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

c. Students are prohibited from possessing, using, 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.

d. Any substance for which a student has a prescription or written permission from a parent allowing use, must be brought to school nurse or designee according to policy.

e. No student may use any drug, or substance, prescribed by a physician for a student's medical use for any purpose, or in a manner other than prescribed by such physician.

f. No student may use any medicine or substance for which the student has written permission from his/her parents authorizing use for any purpose or in any manner other than for legitimate health care in accordance with the provisions of this student handbook.

g. Being tardy without proper excuse more than three times in any school year.

h. Being truant.

i. Engaging in obscene conduct, language, gestures.

j. Smoking or chewing tobacco.

k. Fighting.

l. Possessing or setting off of any fireworks, including but not limited to smoke bombs, firecrackers or sparklers in a school building or on school grounds.

m. Throwing food in the cafeteria.

The grounds for suspension or expulsion above apply when a student is:

a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;

b. Off school grounds at a school activity, function, or event, or

c. Traveling to or from school or a school activity, function, or event.

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

### **Suspension Procedures**

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:

a. a written or oral statement of the charges;

b. if the student denies the charges, a summary of the evidence against the student will be presented; and

c. the student will be provided an opportunity to explain his or her conduct.

2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

3. Following the suspension, the parents or guardians of suspended students will be notified. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

### **Expulsion Procedures**

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:

a. legal counsel

b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.

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

3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for expulsion and the date, time, place, and purpose of the meeting.

4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.

5. 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.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

#### **OTHER DISCIPLINARY ACTION**

##### **PARTICIPATION BY PERSONS HAVING CARE OF**

##### **DEPENDENT STUDENT**

1. The superintendent, principal, any administration personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior, in addition to the actions specifically provided in this chapter, reasonably desirable or necessary to help a

student, to further school purposes, or to prevent an interference there with, such action including such matters as:

- a. counseling with a student or group of students;
- b. conferences with parent or group of parents;
- c. assigning students' additional work;
- d. rearranging class schedules;
- e. requiring a student to remain in school after regular hours to do school work or for counseling; or
- f. restriction of extracurricular activity.

2. The governing body of a school corporation may adopt rules that require a person having care of a dependent student to participate in any action taken under this chapter in connection with a student's behavior. The rules must include:

- a. procedures for giving actual notice to the person having care of the dependent student;
- b. description of the steps that the person must take to participate in the school corporation's action; and
- c. a description of the additional actions in connection with the student's behavior that is justified in part or full if the person does not participate.

#### **Policy Regarding Sexual Harassment**

##### **I. The Policy**

A. It is the policy of the North Lawrence Community School Corporation to maintain a learning and working environment that is free from sexual harassment.

B. It shall be a violation of this policy for any employee or student of the North Lawrence Community School Corporation to harass another employee or student through conduct or communications of a sexual nature as defined in Section 11. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined in Section H. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

##### **II. Definitions of Harassment**

###### **A. Types of Sexual Harassment**

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any employee to another employee, or when made by any student to another student or student to employee when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
4. Denial of an employment or educational opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student;
5. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.

#### **B. Unwelcome Conduct of a Sexual Nature**

1. Conduct of a sexual nature may include verbal or physical advances and/or comments regarding physical or personality characteristics of a sexual nature.
2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee has indicated, by his or her verbal objection, that it is unwelcome.
3. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

#### **C. Examples of Sexual Harassment**

Sexual harassment, as set forth in Section 11.A, may include, but is not limited to, the following:

1. Verbal harassment or abuse.
2. Repeated remarks to a person with sexual or demeaning implications.

3. Unwelcome touching.
4. Pressure for sexual activity.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.

#### **III. Complaint Procedures**

A. Any person who alleges sexual harassment by an employee or student in the school corporation may use the complaint procedure explained below in Section III.C. or may complain directly to his or her immediate supervisor, building supervisor, or the Title IX complaint designee of the school corporation.

Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

B. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of the misconduct and to take corrective action when this conduct has occurred.

#### **C. Reporting Sexual Harassment**

All reports of sexual harassment shall be handled in the following manner:

- a. Reports must be in writing on forms supplied by the Corporation (if verbal complaint is made, the school official should file a written report);
- b. Reports must name the person(s) charged with sexual harassment and state the facts;
- c. Reports must be presented to the building principal where the alleged conduct took place. The building principal shall inform the superintendent, or his/her designee, of all filed reports;
- d. The building principal who receives a report shall thoroughly investigate the alleged sexual harassment;
- e. The report and the results of the investigation will be presented to the superintendent. The superintendent shall review the report and make a recommendation to the Board of School Trustees of any action she/he deems appropriate.
- f. The Board of Trustees may consider the report and the superintendent's recommendation in executive session. The Board may take any action it

deems appropriate. The alleged victim's name will not be released to the public unless required by law.

#### IV. Sanctions for Misconduct

A. A substantiated charge against an employee in the school corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge.

B. A substantiated charge against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Conduct Code.

#### V. False Reporting

Any person who knowingly files false charge against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

#### VI. Notification of this Policy

Notice of the policy will be circulated to all schools and departments of the North Lawrence Community Schools.

#### **Student Lockers-Statement Policy**

All lockers made available for student use in the North Lawrence Community Schools including lockers located in the hallways, physical education and athletic dressing rooms, Career Center education classrooms, and the art classroom are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school but lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes and or educational function, or which are forbidden by state laws or school rules.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purposes, and to eliminate fire or other

hazards, maintain sanitary conditions, attempt to locate lost or stolen items, and to prevent use of the locker to store prohibited or dangerous items such as weapons, illegal drugs or alcohol.

#### A. Locker Rules

In order to implement the school corporation's policy concerning student lockers, the Board of School trustees of the North Lawrence Community Schools adopts the following rules and regulations:

1. Locks - The school corporation will retain access to student lockers by keeping a master list of combinations and/or retaining a master key. Students may not use their own locks to prevent access to lockers by school officials. Any unauthorized locks may be removed without notice and destroyed. Do not bring valuables or large sums of money to school or place them in your locker. Always be sure your belongings are in your locker and your locker is locked. BNLHS and NLCC are not responsible for lost or stolen items.

2. Use of Lockers - Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs other than medicine for which a student has a current prescription, or common cold or headache medicine sold over-the-counter, drug paraphernalia, beverages containing acid or nauseous chemicals, any library books not properly checked out or overdue, unreturned physical education or athletic equipment, or any stolen items. Students will be expected to keep their lockers in a clean orderly manner.

3. Authority to Inspect - The school corporation retains the right to inspect lockers and their contents to insure they are being maintained in accordance with the conditions of Rule Number 2. All inspections of student lockers shall be conducted by the principal or a member of the administrative staff designated in writing by the principal.

The principal may give the following staff members authority to inspect student lockers: Assistant principals, athletic director, and other building



or central office administrators, Security Staff, Physical education instructors and coaches may inspect lockers in the area for which they are directly responsible in that area.

All inspections of these lockers shall be conducted by at least two (2) staff members authorized by the principal. Whenever items are removed from lockers, an itemized list of items removed shall be made. This list shall also include the student's name who is assigned the locker, the date of removal, and the signatures of those involved in the removal of the items from the locker. This list shall be kept on file for future reference.

4. Inspection of Individual Student's Lockers- A principal, or his/her designee, may search a student's locker contents at any time if he/she has a "reasonable suspicion" that the locker contains items that may cause interference to the educational environment or are forbidden by state law or school rules. Any law enforcement agency having jurisdiction over the geographic area of the school facility containing a student's locker may (1) at the request of the school principal; and (2) in accordance with the rules of the governing body of the school corporation, assist a school administrator in searching a student's locker contents. **It is understood that any student who uses a locker that is property of the North Lawrence Community School Corporation, should have no expectation of privacy in that locker or the locker's contents.**

5. Disposal of Confiscated Contraband- All contraband confiscated from lockers may be disposed of by the principal or his designee as he or she deems appropriate, including (a) return to the proper owner or place; (b) use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under IC 20-8.1 5-4; (c) delivery to the appropriate law enforcement agency properly identified by coded identification (not by student name) for safekeeping; (d) delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or (e) destruction.

6. Involvement of Law Enforcement Officials- the principal, superintendent or his administrative designee may request the assistance of law enforcement officials to assist the school administrators in inspection of lockers or their contents for purposes of enforcing school policies only if

such assistance is required: (1) to identify substance which may be found in the lockers; or (2) to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.

a. If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing such official to inspect.

b. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf or in the place of such official, the request shall be denied. The principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contain contraband.

7. Locker Maintenance - Nothing in these rules shall affect members of the custodial or other staff members who, at the direction of the principal, repair defective lockers or clean out (a) lockers from time to time in accordance with a general housekeeping schedule or (b) the locker of a student no longer enrolled in the school or the activity for which the locker serves. Further, the custodial or other staff members may open a student's locker during any vacation period if they have reason to believe such locker contains rotting, spoiling, or mildewing items such as food, wet clothes, etc.

#### B. Publication of Rules

A copy of these rules shall be provided to each student and his or her parent or guardian at the start of each school year or as soon as practical after the student's enrollment in the school. Copies of the rules shall be posted in the principal's office and other prominent places generally used for announcements to students.

#### Student Records

During a student's school career, the school system collects and reports data concerning the student. The school system recognizes that the collection, maintenance, and limited dissemination of such data is essential in school operations; but also that preserving the rights and privacy of the

student and parents, providing access to the data by the student or parents and the student's or parent's right to have inaccurate data corrected, is equally essential. The school system is adopting this policy to achieve these ends.

Further, it has designed this policy to comply with the provisions of the "Family Educational Rights and Privacy Acts of 1974" (Fed P.L. 93-380).

The North Lawrence Community Schools, in accordance with the 1974 amendments, shall release the following "directory information" to news media and others it deems advisable: Student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Parents, guardians, and students over 18 years of age are hereby notified that they have the right:

- A. To know the records that are kept;
- B. To inspect and review the record or materials that pertains to themselves or their offspring;
- C. To receive a copy of the record at a reasonable cost, if copying is the only feasible way access can be assured;
- D. To receive a response to a reasonable request for explanation and interpretation;
- E. To challenge a record claimed to be false or misleading, and to a fair hearing if, after review, no change is made;
- F. To place a statement of rebuttal in the challenged record if no change is made; and
- G. To file a complaint with HEW if they believe any of these rights are violated.

#### **Other General Policy**

##### **A. School Telephones**

Students are not to use telephones during class time. In the case of emergency, the student should receive permission to use the phone. Telephones may be used for local calls only.

Students will not be called to the phone, nor will messages be taken, except in an emergency.

##### **B. Lost & Found**

Articles and books that are found around the building are brought to the Director's office. All items are kept until the end of the year, and if not claimed are given to those who could benefit. Articles that bear the name of the owner can be promptly returned. As a part of occupational training, students should learn to treat their tools and personal items in a responsible manner.

##### **C. Visitors**

Students should not bring visitors to school. It has a tendency to disrupt the learning atmosphere of the school. All visitors are not well informed of the safety precautions necessary in occupational programs. Parents and other adult visitors are welcome to visit anytime and are requested to call the main office, 279-3561, for more information.

##### **D. Closed Campus**

A closed campus is in effect at the Career Center School. Once arriving on school grounds, students are to move into the building. Students are to remain on school grounds until dismissal time. A written, dated parental request must be presented to the office before a student is permitted to leave the grounds. This includes trips to secure parts or materials for class projects.

##### **E. Parking Rules**

All participating students are to ride the bus from their respective schools. All Bedford North Lawrence students should use the BNL parking lot. Since a great number of students are employed, there are no special privileges when employed after school. Any possible exceptions must be approved through the Career Center Director's office.

##### **F. Interdisciplinary Cooperative Education (ICE)**

Seniors who are on track to graduate may be eligible for ICE. Students must have a good attendance record and exhibit solid employability skills

before being accepted in ICE for elective credit. ICE students receive release time from their school for employment in their CTE pathway and must work a minimum of 15 hours per week to earn 3 elective credits. Students attend class once a week at the Career Center for instruction. Due to the volatility of the job market, placement in ICE is not guaranteed. Students should try to find their own job placement in their CTE pathway. Interested students should consult with their Career Center teacher and counselor.

#### G. Work Based Learning

Students who are successful in their Career Center programs will possess skills and knowledge that may make them eligible for employment while still in class. The placement in a job as part of a Career Center program depends upon many factors. Some of those are as follows:

- a. Student success and ability in his/her program
- b. Student's performance level
- c. Ability to follow and implement instructions
- d. Ability to work ahead on his/her own
- e. Availability of the job market

#### H. Student Follow-Up After Graduation

Students are asked to provide information regarding their success after graduation from high school. Federal law allows the Career Center to ask for student social security numbers which is used by the Indiana Department of Workforce Development to track aggregate data (not individual statistics) about student placement approximately six months after graduation. A positive placement is considered when students are identified as working, in the military, in an apprenticeship, or in college. Students who are not identified by the Indiana Department of Workforce Development will be contacted by the Career Center. When the follow-up is received, please provide information to the Career Center.

#### **Non-Discrimination**

The North Lawrence Community Schools, in compliance with federal regulations, do not discriminate on the basis of sex or handicap in admission to and participation in its educational programs and activities, or

in employment. Parents should contact their child's principal in the event of questions concerning the school's compliance. The principal will have detailed information to provisions, procedures, parental rights, and grievance procedures.

#### NORTH LAWRENCE COMMUNITY SCHOOLS

#### ADMINISTRATIVE & SERVICE CENTER

460 "W" Street

PO Box 729

Bedford, IN 47421

(812)279-3521

August 1, 2015

#### POLICY NOTIFICATION STATEMENT

It is the policy of the North Lawrence Community Schools of Lawrence County, Indiana, not to discriminate on the basis of race, color, religion, sex, national origin or age, in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C. 1971, 22-9-1), Public Law 218 (I.C. 1971 Title 20), Titles VI and VII (Civil Rights Act 1964), the Equal Pay Act of 1973, and Title IX (1972 Education Amendments), and the Americans with Disabilities Act of 1990.

This policy includes non-discrimination of students in access to all courses including vocational education courses and the right of every student to physical education without regard to sex. The non-discrimination policy affirms the right of every student to counseling without regard to sex and affirms the right of all students to equal treatment (including aid, benefits, services and application of rules and regulations) without regard to sex. This policy affirms the equal treatment of students without regard to sex including such areas as they are available as insurance benefits, health services, employment assistance, honors and awards, extra-curricular activities, behavior codes and dress codes. This policy requests that all building staffs submit information concerning any instances of sex discrimination that they may identify in policies, practices, or materials relating to the treatment of students. This policy prohibits discrimination on the basis of sex in policies, programs or practices relating to student

material or parental status. This policy affirms the right of every student to participate in interscholastic, intramural and club athletics without regard to sex. This policy prohibits the discrimination by sex in school athletic policies, programs, practices and materials.

To ensure the notification of all administrators and faculty members of this policy on non-discrimination, this policy shall be posted in each building and announced to faculty members each year for their information.

In addition, all organizations or individuals providing benefits or aids to students which are sponsored or administered by the school corporation or by a school building shall be notified of the school's obligation to comply with Title IX and shall be required to provide an affidavit of compliance assurances.

Inquiries regarding compliance with Title IX may be directed to Mr. Gary Conner, Superintendent of Schools, Administrative and Service Center, North Lawrence Community Schools, 460 "W" Street, P.O. Box 729, Bedford, IN 47421.

North Lawrence Community Schools  
Gary D. Conner  
Superintendent of Schools